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This report contains the evaluation data gathered by a junior college faculty in preparation for state accreditation. The report includes a statement of philosophy, and evaluates the following areas of the college: organization and administration, student personnel services, curriculum, instruction, and college atmosphere. (JC)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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EVALUATION GUIDE FOR
JUNIOR COLLEGES OF KANSAS

1968 — 1969

FORT SCOTT COMMUNITY COLLEGE
2108 South Horton
Fort Scott, Kansas
M. LEON,FOSTER, PRESIDENT

Issued By
State Department of Education

JC 690 168

UNIVERSITY OF CALIF.
LOS ANGELES

APR 19 1969

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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SELF EVALUATION

Prepared by the following Faculty Committees
as an aid in the examination and evaluation for accreditation
by the Kansas State Department of Education

December 2, 1968

EXHIBIT I

Steering:
- Howard Kivett, Chairman
- Jewell Lewis
- Bernita Hill
- John Bennett
- Ivan Richert

EXHIBIT II & III

Philosophy & Purpose:
- Lucile James, Chairman
- Wayne Stringer
- Bob Eshelbrenner
- Howard Kivett

EXHIBIT IV

Organization and Administration:
- Keitha Bohlander, Chairman
- Gene Todd
- Charles Cowdrey
- Ivan Richert

EXHIBIT V

Student Personnel Services:
- Robert Shores, Chairman
- William Anderson
- Bernita Hill
- Herman Van Arsdale
- Emory Arnold

EXHIBIT VI

Curriculum:
- Jack Gilmore, Chairman
- Eldon Crane
- Don Stern
- John Bennett

EXHIBIT VII

Instruction:
- Margaret Raines, Chairman
- Marcel Normand
- Lloyd Stafford
- Jewell Lewis

BOARD OF TRUSTEES

S. Lester Jackson, Chairman

David Shepard, Vice-Chairman

Guy I. Akers - Member

Dale Crown - Member

Charles K. Griffith - Member

William [illegible]dis - Member

Gene Todd - Clerk & Business Manager

Kent L. Holt - Treasurer

I. POLICY OF THE STATE DEPARTMENT OF PUBLIC INSTRUCTION

THE POLICY OF THE STATE DEPARTMENT OF PUBLIC INSTRUCTION IS TO ADOPT CRITERIA FOR ACCREDITING JUNIOR COLLEGES WHICH WILL TEND TO ENCOURAGE IMPROVEMENT OF EXISTING PROGRAMS AND TO CHARACTERIZE A MINIMUM PROGRAM WHICH MUST BE MET AND MAINTAINED. ONLY THOSE INSTITUTIONS WHICH MEET THE STANDARDS AND PROVIDE REASONABLE EVIDENCE OF THEIR ABILITY TO MAINTAIN SUCH A PROGRAM OVER A LONG PERIOD OF TIME WILL BE ACCREDITED. PARTICULAR ATTENTION SHALL BE GIVEN TO THE EFFECTIVENESS WITH WHICH AN INSTITUTION ACHIEVES ITS STATED OBJECTIVES.

EVALUATION COMMITTEES INCLUDE PERSONS FAMILIAR WITH THE GENERAL RESPONSIBILITIES OF A JUNIOR COLLEGE AND INCLUDE AT LEAST ONE PERSON FAMILIAR WITH THE SPECIFIC AND UNIQUE OBJECTIVES OF THE PARTICULAR INSTITUTION BEING EXAMINED. SUCH COMMITTEES ARE ORGANIZED BY THE STATE DEPARTMENT OF PUBLIC INSTRUCTION.

This "Guide" with completed profile charts constitutes Exhibit I.

Rating Code: N - Does not apply; 0 - No Evidence;
1-2 Poor; 3-4 Fair; 5-6 Good;
7-8 Very Good; 9-10 Superior

II. DEFINITION OF A JUNIOR COLLEGE

A JUNIOR COLLEGE IS A NON-PROFIT INSTITUTION OFFERING A UNIQUE SERVICE TO THE COMMUNITY. IT MAY BE PUBLICLY CONTROLLED AND OPERATED UNDER STATE LAW. IT MAY BE PRIVATELY CONTROLLED AND OPERATED UNDER FULLY RECOGNIZED AUTHORITY. SUCH A COLLEGE MAY OFFER INSTRUCTION IN COLLEGE AND UNIVERSITY PARALLEL CURRICULA EQUAL TO ONE-HALF OF THE GRADUATION REQUIREMENTS FOR A BACHELOR DEGREE. PROVISION MAY BE MADE FOR INSTRUCTION IN TWO-YEAR CURRICULA OF VOCATIONAL AND TECHNICAL EDUCATION INTEGRATED WITH GENERAL EDUCATION. VOCATIONAL, CULTURAL, OR RECREATIONAL COURSES MAY BE OFFERED AS CREDIT OR NON-CREDIT PROGRAMS.

PROVISION SHOULD BE MADE FOR EDUCATION AND TRAINING TO MEET NEEDS OF OUT-OF-SCHOOL YOUTH AND ADULTS WITHIN THE COMMUNITY WHO CAN PROFIT BY SUCH OFFERINGS.

THE TYPES OF TWO-YEAR INSTITUTIONS COVERED BY THESE STANDARDS ARE: (1) PUBLIC COMMUNITY JUNIOR COLLEGES, (2) CHURCH-RELATED JUNIOR OR TWO-YEAR COLLEGES, (3) PRIVATE JUNIOR COLLEGES, AND (4) TECHNICAL INSTITUTES.

Information Requested: (Exhibit II)

Submit a statement describing your junior college in terms of the definition as set forth in the Criteria for Accrediting Junior Colleges.

DEFINITION OF FORT SCOTT COMMUNITY COLLEGE

Fort Scott Community College is a non-profit, publicly controlled two-year institution which operates in compliance with the Kansas Community Junior College Act of 1965. Locally, the college is administered by a publicly elected Board of Trustees.

The Fort Scott Community College is fully accredited by the State Department of Education. Plans are to re-apply for the North Central Correspondent Status immediately following the evaluation by the State.

The college offers a curriculum for both the transfer student and the terminal student. In the fall, the college will open a School of Cosmetology and will also begin a Distributive Education Program. For the past two years the college has offered a General Education Development Program for those who wish to complete their high school education, and this past fall began training teacher's aides for the Head Start Program.

EVALUATION

	RATING					
ITEM	N	1-2	3-4	5-6	7-8	9-10
1. The type of junior college described is easily identified.						X
2. The junior college has made provisions to meet the needs of youth and adults of the community.					X	

III. JUNIOR COLLEGE PHILOSOPHY AND STATEMENT OF PURPOSE

EVERY INSTITUTION APPLYING FOR ACCREDITATION SHALL OFFER A STATEMENT OF PHILOSOPHY WHICH INCLUDES THE SCHOOL'S BELIEF CONCERNING THE FOLLOWING: THE EDUCATIONAL RIGHTS OF THE INDIVIDUAL; THOSE SKILLS, KNOWLEDGES, AND ATTITUDES REQUIRED FOR EFFECTIVE LIVING (KNOWLEDGE OF AND BELIEF IN OWN ABILITY, CONCEPT OF MORAL OBLIGATION, DESIRE TO SEARCH FOR TRUTH, DETERMINATION TO BETTER SERVE MANKIND) IN OUR MODERN WORLD; AND THE ROLE OF THE COLLEGE IN DEVELOPING FAITH IN THE PRINCIPLES OF FREEDOM AND DEMOCRACY.

EACH INSTITUTION SHALL ALSO STATE ITS PURPOSE IN TERMS OF THE FOLLOWING OBJECTIVES: UNIVERSITY-PARALLEL; GENERAL; OCCUPATIONAL (INCLUDING VOCATIONAL-TECHNICAL); AND ADULT EDUCATION.

Exhibit III - Include a statement of the philosophy and purpose of the school.

III. PHILOSOPHY AND STATEMENT OF PURPOSE

Exhibit III

Fort Scott Community College, currently in its fiftieth year of serving the educational needs of its community, has had ample opportunity to observe and to experiment with, to accept and reject the ever changing educational concepts with which educators have viewed the purposes of the Junior College .

With completion of Fort Scott's new college plant in 1967, a committee was formed to study for the North Central Accreditation. The purpose of this group was to attempt to bring into clearer focus the philosophies and purposes and student needs involved in the total Fort Scott Community College program and to examine the methods by which the students and patrons of the community might be most effectively served.

In November of 1968 in preparation for state evaluation, a committee of faculty members was appointed to examine even more carefully and to state precisely the philosophies and purposes of Fort Scott Community College.

Since in theory and practice the school functions as a part of a democratic government, we believe that this college should be a composite of educational, vocational, and cultural opportunities extended by the Junior College District, to all persons having passed normal age for completing the twelfth grade who need or want to continue their education. This college stresses the fact that such continuing education be non-selective, accessible, comprehensive and community centered.

We believe that such a continuing education as this college offers should secure a student's belief in his own ability and should deepen his sense of moral obligation and his desire to understand himself and those with whom he does and shall live; that the education he receives in Fort Scott Community College should enhance his skills and broaden his knowledge so that he may be a more effective citizen in his society.

Guided by this philosophy and believing that the Junior College is best suited to offer this educational opportunity, we of Fort Scott Community College are guided by these purposes:

1. To offer the student the basic preparation for advanced study in a four-year college by offering university parallel courses, these courses including certain professional courses for engineering, medicine, business, law, education, etc. ACT Research indicates approximately 65 percent of the students of this college continue their education beyond the first two years offered by the Fort Scott Community College.

2. To offer vocational or job oriented courses to meet the needs of those students who do not plan to continue college work beyond the junior college level but who must be prepared with some salable skill such as business, drafting, welding, shop work, nursing, etc.

3. To offer a general education to all students whether or not they continue their formal education after junior college. Most courses then, that this college student studies are not terminal and are standard academic required courses which parallel and can be incorporated into a four year college program. Such courses are designed to assist a student in his never ending search for knowledge and truth whether it be in or out of an educational institution and to encourage that student to live effectively in order to better serve mankind.

4. To offer adult education courses which meet the needs of our particular community. Citizens, who have leisure time who do not want to remain static or who wish to become more proficient in the jobs they hold, solicit and are offered courses they and the college administration feel will be helpful and enjoyable. Fort Scott Community College offers adult citizens such courses in art, painting, music, drafting, typing, shorthand, Spanish, English, furniture repairing and refinishing, G.E.D., welding, tailoring, etc. Many of these adults become interested in these classes and are encouraged to enroll in other college courses and often complete degrees.

In their effort to effect the above purposes, this college hopes to make those who study in Fort Scott Community College aware of their social responsibilities, to encourage them to think independently and objectively, to increase their appreciation for aesthetic and spiritual values, to enhance their vocational skills and to endue them with the value of good mental and physical health —all requirements for the good citizen living in our democracy today. All academic, guidance, athletic, and extra-curricular programs are directed by the Fort Scott Community College toward achieving these above purposes.

EVALUATION

RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
1. The college has a clearly stated philosophy of education.										X		
2. The college has clearly stated its purpose or purposes.										X		
3. Departments have clearly stated purposes that integrate with the philosophy of the institution.								X				
4. The philosophy and purposes were formulated by democratic methods including the board of control, administration and faculty.										X		
5. The philosophy and purposes were designed to meet the needs of the students.										X		
6. The philosophy and purposes of the institution are reflected in the development of the individual student.										X		
7. The philosophy and purposes are easily identified in the program and activities of the college.										X		
8. The philosophy and purposes have been widely publicized and are readily available.									X			

IV. ORGANIZATION AND ADMINISTRATION

ORGANIZATION OF A COLLEGE IS THE FORM THROUGH WHICH THE FUNCTIONS OF ADMINISTRATION FLOW. ALL PERSONS ENGAGED IN AN ORGANIZATION SHOULD BE FULLY INFORMED AS TO THEIR RESPONSIBILITIES IN THE ADMINISTRATIVE PATTERN. THERE SHOULD BE EVIDENCE OF ADEQUATE NUMBER OF PERSONS AND OF THEIR COMPETENCY TO CARRY OUT THE DECLARED AIMS OF THE COLLEGE AS REFLECTED IN ITS PROGRAM AND CURRICULA. NO ATTEMPT IS MADE TO STATE HOW MUCH MONEY SHOULD BE AVAILABLE FOR THE EDUCATION OF A STUDENT; YET, IN GENERAL PRINCIPLE, THE STUDENT SHOULD NOT CARRY THE TOTAL FINANCIAL LOAD FOR HIS EDUCATION. EXPERT PERSONNEL SHOULD BE OBTAINED FOR THE HANDLING OF RECORDS. A SOUND SYSTEM OF ACCOUNTING SHOULD BE ADOPTED. BOOKS SHOULD BE AUDITED ANNUALLY. IT IS THE PROBLEM OF THE VISITING COMMITTEE TO TRANSLATE FROM OBSERVATION, THE DEGREE OF OBJECTIVITY OF THESE VARIOUS ITEMS.

1. BOARD OF CONTROL

JUNIOR COLLEGES SHOULD BE GOVERNED BY BOARDS OF CONTROL REPRESENTATIVE OF THE INTERESTS SPONSORING THE INSTITUTION WHETHER THOSE INTERESTS ARE PRIVATE, PUBLIC OR CHURCH ORIENTED.

POLICIES SHOULD BE THOSE NECESSARY FOR EFFECTIVE ADMINISTRATION. MEETINGS SHOULD BE HELD AT REGULARLY STATED TIMES. AN AGENDA OF THE MEETING SHOULD BE PREPARED BY THE CHIEF ADMINISTRATIVE OFFICER AND MINUTES OF THE MEETING SHOULD BE KEPT AND FILED SO THAT THEY GIVE AN ACCURATE ACCOUNT OF BOTH ACTION AND POLICIES.

INFORMATION REQUESTED: (Exhibit IV-1)

A. Describe briefly the charter or authority under which the institution is operating.

   Legislation was passed in 1917 allowing for a two-year extension of the high schools in which the work would be equivalent to the first two years of a college or university. In 1919, the Board of Education in Fort Scott decided to open a high school extension program. The extension program became known as the Fort Scott Junior College. Fort Scott Community College is fully accredited by the State Department of Education.

B. List the names of the Board of Control or governing body and give their vocation or profession.

   S. Lester Jackson D.V.M., Chairman - Doctor of Veterinary Medicine

   David Shepard, Vice Chairman - Accountant

   Guy Akers, MD., - Doctor of Medicine, Newman-Young Clinic

   William Aldis, MD., - Doctor of Medicine, Newman-Young Clinic

   Dale Crown - Vice President, Western Insurance Companies

   Charles Griffith - Farmer

C. What are the responsibilities of the board of control or governing body of the institution?

The Board of Trustees is the legal agency through which the legislative and appraisal functions are exercised. The executive function is delegated to the President, who is charged with the responsibility of placing the adopted policies of the Board of Trustees into operation. The Board of Trustees, in the discharge of its responsibilities, operates as a deliberative body and seeks at all times to provide for the opportunities and conditions which will serve effectively the educational needs of the people of the community.

D. Give a concise statement of the manner in which the board of control or governing body of the institution is chosen.

Those eligible and desiring to become candidates for the six member Board of Trustees must file with the County Clerk and present a fee of $5.00 or a petition with signatures of fifty eligible voters. They serve a term of four years with three alternately being elected in the spring of every odd numbered year. Their term begins on July 1 after the spring election.

EVALUATION RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
1. The board of control is representative of the community it serves.											X	
2. The board is a legislative, policy-making rather than administrative body.											X	
3. The board acts only through its duly constituted executive officers.											X	
4. The organizational chart reflects the lines of administrative authority and general activities.											X	

2. ADMINISTRATIVE PERSONNEL

THE CHIEF ADMINISTRATIVE OFFICER SHALL HAVE THE RESPONSIBILITY FOR ADMINISTRATION OF ALL UNITS OF THE EDUCATIONAL PROGRAM. FURTHER DELEGATION OF THIS RESPONSIBILITY WILL DEPEND UPON THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE AS INDICATED BY POLICIES ESTABLISHED BY THE BOARD OF CONTROL. IN THE CASE OF THE PUBLIC COMMUNITY JUNIOR COLLEGE, THE CHURCH-RELATED, OR PRIVATE TWO-YEAR COLLEGE, A PRESIDENT IS GENERALLY RESPONSIBLE FOR THE PROGRAM UNDER POLICIES ESTABLISHED BY A BOARD. ADDITIONAL ADMINISTRATIVE OFFICERS USUALLY INCLUDE THE DEAN, ASSISTANTS TO THE DEAN, REGISTRAR, MEN'S AND WOMEN'S ADVISORS, AND THE DIRECTOR OF GUIDANCE.

THE PRESIDENT, THE VICE-PRESIDENT, THE DEAN, THE ASSISTANT DEAN AND OTHER ADMINISTRATIVE OFFICERS SHALL HOLD AN ADMINISTRATOR'S CERTIFICATE. THESE OFFICERS SHOULD HAVE AS A PART OF THEIR BACKGROUND SOME ADMINISTRATIVE EXPERIENCE AND SHOULD POSSESS QUALIFICATION NECESSARY FOR THE RESPONSIBILITY ASSIGNED.

THE DIRECTOR OF STUDENT PERSONNEL SERVICES AND GUIDANCE STAFF SHALL BE A QUALIFIED COUNSELOR.

Information Requested: (Exhibit IV-2)

List the names of the officers of administration giving their titles, highest degrees earned, brief outline of their experience, and a concise statement of their duties including any teaching assignment.

PRESIDENT:

Mr. M. Leon Foster, Fort Scott Community Junior College President, holds the Master of Science Degree from Kansas State College of Pittsburg and has completed an additional thirty-six hours of graduate work. He will complete his Educational Specialist Degree in July, 1969. From 1943 to 1946, Mr. Foster taught in a U. S. Naval aviation school. In 1946, he entered Kansas State College of Pittsburg and completed his B. S. Degree in 1949 and his M. S. Degree in 1951.

Mr. Foster's first assignment after graduation was as a high school classroom teacher at Kincaid, Kansas. He also served as a classroom teacher at Sedan, Kansas, and High school Principal at Cedar Vale, Kansas. In 1959, Mr. Foster moved to Fort Scott, Kansas, and taught in the Senior High School and Junior College. In 1961, he accepted a position as Assistant Dean and High School Principal. In 1964, he moved to Vice Principal's position at Turner High School in Kansas City, Kansas. In 1965, Mr. Foster returned to Fort Scott as Dean of the Junior College and Principal of the Senior High School. With the unification of K-12 in the Fort Scott District and the passage of the Junior College Bill, the Junior College made plans for complete separation from the unified district.

In the spring of 1967, the Board of Trustees for the Fort Scott Community College was elected, and, subsequently, selected Mr. Foster as the first President for the new facilities which were currently being erected on a 132 acre campus.

As President, Mr. Foster became the chief administrative officer and has the responsibilities for administering all the units of the educational program under policies established by the Board of Trustees.

ACADEMIC DEAN AND REGISTRAR:

Mr. Emory R. Arnold holds a Master of Science Degree in School Administration and plans to complete his Specialist Degree in the School of Education during the summer of 1969. The acceptance of a position as Superintendent of Schools at Schell City, Missouri, in 1950, marked the beginning of his career in school administration.

In the fall of 1964, Mr. Arnold returned to his Alma Mater, Fort Scott Junior College, as Registrar. The separation of the junior college from the unified district resulted in the addition of the title, Academic Dean, to that of Registrar. In this capacity, Mr. Arnold supervises the enrollment procedures and assists students in the selection of their classes. He annually visits area high schools within a 75-mile radius of the college. The development of the college curriculum and the assignment of teacher's classes are his responsibility. He contributes to the classroom by assuming the duties of instructor for two three-hour courses: General psychology and introduction to education. Under his direction, a Vocational-Technical Department is being added to the college schedule.

BUSINESS MANAGER AND CLERK FOR THE BOARD OF TRUSTEES:

Mr. Gene Todd completed his B.S. Degree in Mathematics in 1960, his M.S. Degree in Guidance in 1962, and has 12 hours toward the completion of his Ed. S. Degree. He taught one year at the Gardner Junior High School, was an underwriter for the Western Insurance Companies for 5 years, and was employed by the Fort Scott Community College in 1967.

Mr. Todd has the responsibility of the custodial staff, clerical staff and affairs relating to the business of the college. He holds an Administrator I Certificate.

DIRECTOR OF GUIDANCE:

Mr. Robert D. Shores holds a Master of Science Degree plus 21 hours of additional graduate work. He received his A.B. Degree from Baker University, Baldwin, Kansas, then attended Kansas University and completed his M.S. Degree at Kansas State Teachers College at Emporia, Kansas. At present, he is working towards a specialist degree at Kansas State College of Pittsburg, Pittsburg, Kansas

Mr. Shores began his teaching career in Oneida, Kansas, as grade school Principal and teacher of the seventh and eighth grades in 1958-59. He then moved to Blue Rapids, Kansas as a social science teacher and high school Coach of all sports. After spending a year there, he moved, in 1960, to Yates Center, Kansas, as high school Coach and social science teacher. He was there from 1960 until 1965 and then moved to Fort Scott, Kansas, where he has worked in both the high school and the junior college as a psychology teacher and a history teacher. In 1966-67, he became the high school Guidance Counselor and in 1967, he became the Director of Guidance at Fort Scott Community College.

EVALUATION

RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
5. Administrators are well educated for the performance of their special duties.										X		
6. Administrators have studied junior college education.											X	
7. Tenure in office is satisfactory.											X	
8. The chief administrative officer is responsible for execution of policies, selection, assignment and management of personnel, and for general administration of the college. He is responsible only to the board.										X		
9. The administrative staff is large enough to perform effectively duties assigned to it.								X				

3. GENERAL ADMINISTRATIVE PROCEDURES

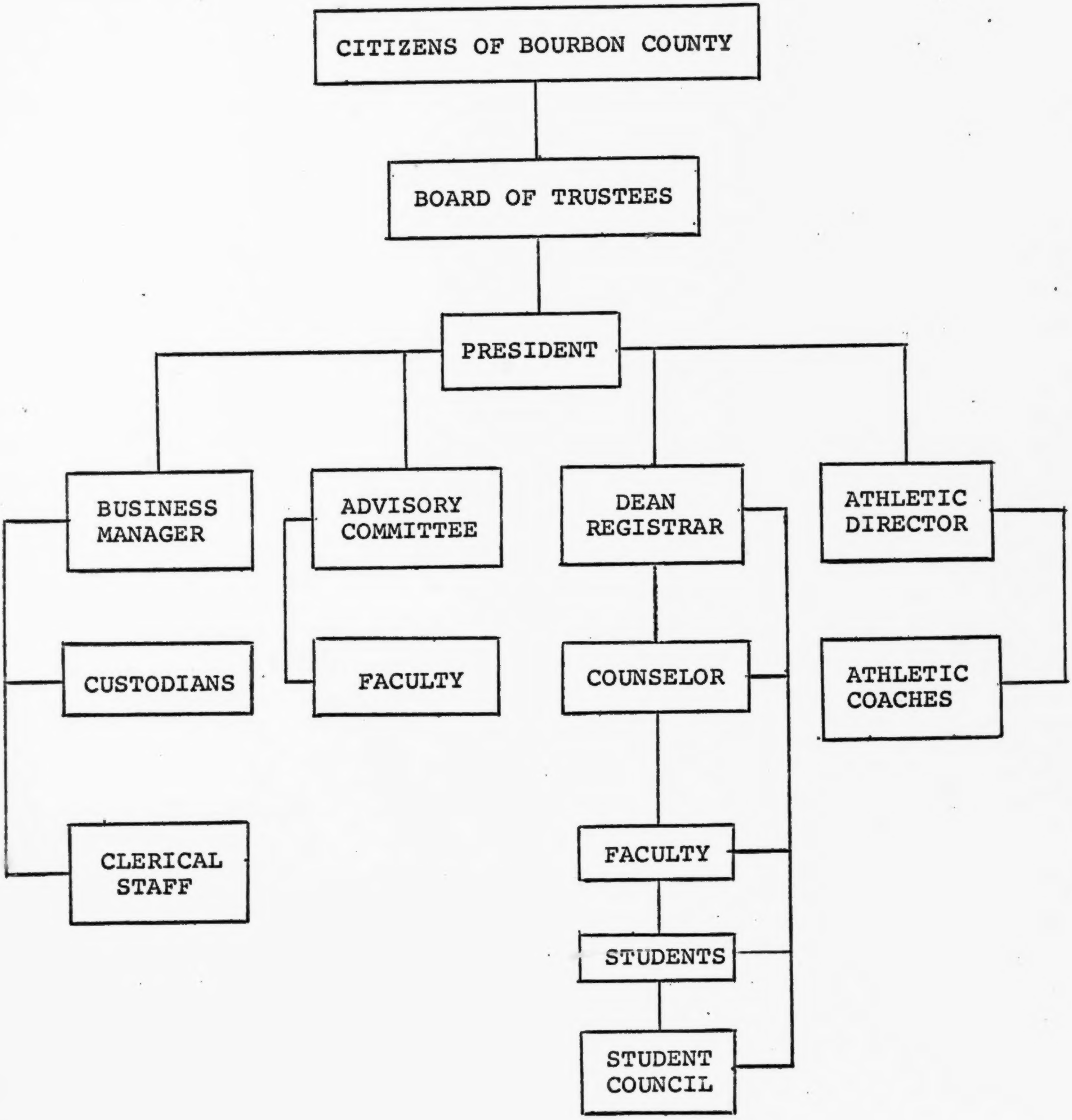
AN ADMINISTRATIVE CHART CHOULD INDICATE THE RESPONSIBILITY OF THE GOVERNING BODY, THE ADMINISTRATIVE OFFICERS, FACULTY, CUSTODIAL STAFF, AND STUDENTS. ADMINISTRATIVE PROCEDURES SHOULD BE CLEARLY ESTABLISHED BUT ALLOW FOR FLEXIBILITY.

ADMINISTRATIVE ACTIVITIES SHOULD BE SO ORGANIZED IN ANY SIZE INSTITUTION THAT EACH AREA OF OPERATION WILL RECEIVE APPROPRIATE ATTENTION AND COMMENSURATE SUPPORT AND SUPERVISION BY THE CHIEF ADMINISTRATIVE OFFICER AND HIS ADMINISTRATIVE STAFF.

Information Requested: (Exhibit IV-3)

SUBMIT AN ADMINISTRATIVE CHART WHICH SHOWS THE RESPONSIBILITIES OF THE BOARD OF CONTROL, THE ADMINISTRATIVE OFFICERS, FACULTY, CUSTODIAL STAFF AND STUDENTS.

ADMINISTRATIVE CHART


CITIZENS OF BOURBON COUNTY
BOARD OF TRUSTEES
PRESIDENT
BUSINESS MANAGER
ADVISORY COMMITTEE
DEAN REGISTRAR
ATHLETIC DIRECTOR
CUSTODIANS
FACULTY
COUNSELOR
ATHLETIC COACHES
CLERICAL STAFF
FACULTY
STUDENTS
STUDENT COUNCIL

4. FACULTY

THE EMPLOYMENT OF A COMPETENT FACULTY IS ONE OF THE MORE IMPORTANT RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER AND THE BOARD OF CONTROL. EMPLOYMENT SHOULD BE ON THE RECOMMENDATION OF THE CHIEF ADMINISTRATIVE OFFICER OF THE INSTITUTION.

THE BOARD OF CONTROL THROUGH ADMINISTRATIVE SERVICES SHALL PROVIDE FOR:

A. FACULTY SALARY BASED ON ACADEMIC QUALIFICATIONS, EXPERIENCE, AND TOTAL SERVICE LOAD WHICH WILL ATTRACT AND HOLD COMPETENT PERSONNEL,
B. PLANNED PROGRAMS OF IN-SERVICE EDUCATION, AND LEAVES OF ABSENCE FOR FACULTY MEMBERS, AND
C. RETIREMENT, SICK-LEAVE, HEALTH INSURANCE, AND OTHER WELFARE ITEMS.

EVIDENCE OF THE COMPETENCE OF THE INSTRUCTOR INCLUDES HIS INTEREST IN IMPROVING STUDENTS, HIS COOPERATION WITH ASSOCIATES, AND HIS ACTIVITY DIRECTED TOWARD IMPROVING HIMSELF AND HIS SERVICE TO THE INSTITUTION.

INSTRUCTORS SHOULD BE GENERALLY WELL-EDUCATED PERSONS WHO HOLD A MASTER OR HIGHER DEGREE IN THE DISCIPLINES IN WHICH THEY INSTRUCT, SHOULD UNDERSTAND THE GROWTH AND DEVELOPMENT OF STUDENTS, SHOULD UNDERSTAND THE FUNCTION AND PLACE OF THE JUNIOR COLLEGE IN SOCIETY AND SHOULD BE COMPETENT IN TECHNIQUES OF INSTRUCTING, INCLUDING METHODS OF MOTIVATING AND INSPIRING STUDENTS TO DEVELOP TO THE FULL EXTENT OF THEIR CAPACITY.

Information Requested: (Exhibit IV-4)

SUMMARY (Include members of administrative staff)

1. Number of faculty members employed full-time (One who devotes all of his time to college teaching or administration) 17
2. Number of faculty members employed part-time (All members not included in item 1 are considered part-time members) 6
3. Full-time equivalency of part-time faculty members (A faculty member who teaches 12 semester hours or more 3/4; 8 semester hours and less then 12 semester hours 1/2; 4 semester hours and less then 8 semester hours 1/4; less than 4 semester hours 1/8. Administrative personnel or other staff members who devote some time to other units may evaluate their time on a clock hour basis.) 3

4. Total full-time equivalency of faculty members (Add 1 and 3) 20

5. Ratio of faculty to number of full-time students (Divide total credit hours by 15 and then by number of faculty) 25.6

6. Number of faculty members with no degree 0

7. Number of faculty members holding a baccalaureate degree only 2

8. Number of faculty members holding a master's degree but not a doctor's degree 22

9. Number of faculty members holding a specialist's degree 0

10. Number of faculty members holding a doctor's degree 0

		Clock Hrs. in class	Semester Cr. Hours
*11.	Maximum number of semester hours teaching load per week	21	16
12.	Minimum number of semester hours teaching load per week	14	14
13.	Average number of semester hours teaching load per week	17.06	15
14.	Number of different courses taught per semester		62 (1st Sem.)

* In computing semester hours teaching load, a high school or elementary school class which meets one hour per day is equivalent to 3 semester hours in college units.

15. Attach a salary schedule or give an explanation of your salary plan.

16. Information requested on Form A (See pages 17-90) should be supplied for each member of the faculty.

SALARY SCHEDULE

Step	BS-BA	Index	MS-MA	Index	MS+30	Index	PhD-EdD	Index
0	$5980	0.920	$6500	1.000	$7020	1.080	7579	1.166
1	6279	0.966	6825	1.050	7371	1.134	7956	1.224
2	6591	1.014	7169	1.103	7741	1.191	8352	1.285
3	6923	1.065	7533	1.159	8131	1.251	8768	1.349
4	7202	1.108	7832	1.205	8456	1.301	9119	1.403
5			8144	1.253	8794	1.353	9483	1.459
6			8469	1.303	9145	1.407	9860	1.517
7			8723	1.342	9418	1.449	10159	1.563
8			8983	1.382	9698	1.492	10458	1.609
9					9990	1.537	10770	1.657
10					10192	1.568	10985	1.690
11					10393	1.599	11199	1.723
12							11420	1.757
13							11648	1.792
14							11882	1.828

For the 1968-1969 school year the teachers presently in the system will be placed on the schedule at a point no higher than 10% above their present salary.

New teachers will be placed on the schedule no higher than step 3 unless there are special circumstances.

In this schedule, horizontal increments are 8%. The first 3 vertical are 5%, followed by 3 at 4%, 3 at 3% and the remainder at 2%.

$15.00 per credit hour will be paid for each additional credit hour above last degree.

EVALUATION ITEM	RATING											
	N	0	1	2	3	4	5	6	7	8	9	10
10. Faculty personnel have the masters degree or the equivalent.											X	
11. Faculty members teach in their subject or field of preparation.									X			
12. Instructors have had a course in junior college education.								X				
13. Instructors are active in professional associations appropriate to their teaching fields.								X				
14. The salary schedule and increments are high enough to attract and retain competent teachers.									X			
15. Provision is made for reasonable leave of absence for illness.												X
16. There is a well-planned program of in-service faculty education.									X			

FORM A

Name of Teacher:

Anderson	William	F.		Date December 12,1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate 112 Expiration Date 9-14-73

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	Fall 1950	
	Summer 1955	B.S.

Major Subject Art Education Sem. Hrs. Credit 69

Minor Subject Social Science Sem. Hrs. Credit 31

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	Fall 1955	
	August 1958	M.S.
	Summer '61-Summer-'68	Graduate Work in Art

Major Subject or Department Education Sem. Hrs. Credit 43

~~Minor~~ Subject or Department Art Sem. Hrs. Credit 27 graduate hours.

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Art	69	27			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location   Length in Days or Weeks   Date

Studio Drawing and Painting 503, Spring '68; Seminar in Purposes, Functions and Curriculum; Seminar in Curriculum Development and Instruction, 841, Summer   Seminars one week each,

D. EXPERIENCE

Number of years experience in teaching (a) This college 14 (b) Other colleges ____ (c) Other schools ____ (d) Total years teaching experience 14 Number of months employed 9 Annual salary $ 8,579.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students College	No. of Students Non College	Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
8:00-Art Apprec. 121	29		3	29	3	55 min.	18
9:00-Art Apprec. 121	27		3	27	3	55 min.	18
10:00-Draw. Comp. 101-102	11		3	11	5	55 min.	18
10:00 Crafts 201	3		3	3	5	55 min.	18
1:00-Art Apprec. 121	22		3	22	3	55 min.	18
2:00-Water Color 211	5		3	5	3	2½ hrs.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Art Club Sponsor

Committee on All College Fall Picnic

Committee on All College Spring Picnic

Committee on Homecoming

Committee on Student Personnel Services

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

Kansas Art Education Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Art Appreciation 121	Fine Arts 90b	3
	Design 60	3
	Art History 58	2
	Structural Design 7	2
	Art History 158	3
	Contemporary Art Forms 529	3
	Problems in Design 609	3
	Special Investment in Art 619	3
Drawing and Comp. 101-102	Drawing and Composition 5	3
	Drawing and Composition 6	3
	Drawing and Painting 122	3
	Drawing and Painting 122	3
	Studio Drawing and Paint.204	3
Water Color 211-212	Water Color 55	3
	Water Color 56	3
	Studio Drawing and Paint. 603	3
	Studio Drawing and Paint. 503	3
Crafts 201	Ceramics 3	3
	Leather Tooling 107	3
	Advanced Crafts 110	3
	Ceramics 174	3
	Lettering and Showcard 52	3
	Art Metal and Jewelry 101	3

FORM A

Name of Teacher:

Arnold (Last) Emory (First) R. (Middle) (Maiden) Date Dec.2, 1968

Kind of Certificate Life Expiration Date

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1940	B.S.

Major Subject Industrial Arts Sem. Hrs. Credit 39

Minor Subject Social Science Sem. Hrs. Credit 28

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1951	M.S.

Major Subject or Department Educ. Adm. Sem. Hrs. Credit 87

Minor Subject or Department Sem. Hrs. Credit

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Intro. to Education	19	68			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date

D. EXPERIENCE

Number of years experience in teaching (a) This college 4 (b) Other colleges 0 (c) Other schools 19 (d) Total years teaching experience 23 Number of months employed 11 Annual salary $ 11,000.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or subject	No of Students College	Non-College	Credit	No. en-rolled	Periods Per Wk.	Length of Period	No. Wks. in Term
Intro. to Education	47		2	47	2	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Dean

Registrar

Athletic Director

Financial Aid

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

National Education Association

Kansas State Teachers Association

Fort Scott Faculty Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Intro. to Education	General Psychology	3
	Secondary Education	3
	American Education System	3
	Philosophy of Education	3
	Educational Measurement	3
	The Junior College	3
	Development of Modern Educ.	3
	School Finance	3
	Problems of Curriculum Devel.	3
	Research Problems	3
	Curriculum Construction	3
	Elem. School Administration	3
	City and School Administration	3
	School Plant and Operation	3

FORM A

Name of Teacher:

Bennett (Last) Johnny (First) None (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate 111 Expiration Date 6-30-72

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Northeastern Oklahoma A&M, Miami, Oklahoma	Fall 1957 - Spring 1959	
Kansas State College of Pittsburg	Fall 1959 Fall 1961	B.S.

Major Subject Language and Literature area Sem. Hrs. Credit 61

Minor Subject Spanish Sem. Hrs. Credit 18

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Rice University, Houston, Texas	Summer 1965	None
Wichita State University, Wichita, Kansas	Summers 1966 1967 & 1968	None

Major Subject or Department Spanish Sem. Hrs. Credit 31

Minor Subject or Department ________ Sem. Hrs. Credit ________

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
English	38				
Spanish	18	31			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. Lived and worked in Colombia, South America for two years.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Wichita State University, Wichita, Ks.	8 weeks	Summer 1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 2 (b) Other colleges 0 (c) Other schools 3 (d) Total years teaching experience 5 Number of months employed 9 Annual salary $ 7,298.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
Section I English 101	34		3	34	3	55 min.	18
Section II English 101	8		3	8	3	55 min.	18
Section III English 101	11		3	11	1	3 hours	18
Section IV English 101	18		3	18	1	3 hours	18
Spanish 101	8		5	8	5	55 min.	18
Spanish 102	5		5	5	5	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Salary Committee

Spanish Club Sponsor

Housing Commitee

Homecoming Committee

Spring Picnic Committee

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

National Education Association, Kansas State Teachers Association,

Fort Scott Faculty Association.

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
English	Freshman Composition	6
	English Literature	6
	American Literature	4
	Newswriting	3
	Lyric Poetry	3
	Advanced Composition	3
	Shakespeare	3
	Grammar	4
	English	3
Spanish	Elementary Spanish	10
	Conversational Spanish	2
	Survival of Spanish Lit.	3
	Methods of Teach.Foreign Lang.	3
	Main Currents Spanish Am.Lit.	3
	Directed Readings	2
	Sem. Spanish American Lit.	3
	Maj. Top Spanish Grammar	2
	Adv. Comp. and Conversation	3
	Sem. Spanish Culture	2
	Workshop Methods Teach Span.	2
	Advanced Grammar Composition	3
	Spanish Civilization	2
	Sem. Spanish Literature	3

FORM A

Name of Teacher:

Bohlander (Last) Keitha (First) Ruth (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate 112 Expiration Date 7-21-70

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1951	B.S.

Major Subject Social Science Sem. Hrs. Credit 51

Minor Subject English and Literature Sem. Hrs. Credit 29

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1952	M.S.
University of Wyoming, Laramie, Wyoming	Summer 1956, 1957, 1958	
Kansas State Teachers College, Emporia, Ks.	Summer 1959	
University of Kansas, Lawrence, Kansas	1961-1962	

Major Subject or Department History Sem. Hrs. Credit 53

Minor Subject or Department Political Science Sem. Hrs. Credit 8

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
History	26	53			
Geography	12	4			
Political Science	5	8			
Education	24	12			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Seminar on the Junior College Kansas State College of Pittsburg	2 weeks	1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 10 (b) Other colleges 0 (c) Other schools 9 (d) Total years teaching experience 19 Number of months employed 9 Annual salary $ 9,214.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Section I U.S.Hist.102	47		3	47	3	55 min.	18
Section II U.S.Hist.102	42		3	42	3	55 min.	18
Section III U.S.Hist.102	42		3	42	3	55 min.	18
History of Civil.230	42		3	42	3	55 min.	18
Child Psych 211	41		3	41	3	55 min.	18
Prin. of Geo.132	17		3	17	3	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Scholarship Committee -Chairman KSTA-Delegate

Homecoming Committee-Chairman KPCJC-Faculty Representative State

Evaluation Committee on Organization and Administration-Chairman KPCJC Education Association-Professional Ethics-Chairman

Admissions Committee

Housing Committee

Association of Women Students-Sponsor

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

Organization of American Historians

Kansas Association of Teachers of History

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
United States History	American History	5
	English Colonies	3
	Contemporary Affairs	1
	Historiography	3
	Teaching of Social Science	3
	American History	2
	Seminar in American History	2
	Thesis (United States History)	5
	Readings in American History	3
	Recent History of the U.S.	3
	American Ideals	2
	American Civilization	1
	American Studies	2
	History Conference	2
	American Cultural and Intellectual History	3
	History of the South	3
	Readings in History	2
	Reconstruction and Nationalism.	2
	The Presidency	2
Principles of Geography	Elements of Geography	3
	Geography of American Hist.	5
	New Testament Geography	1
	Geography of North America	3
	Field Course in Geography	4
History of Civilization	Medieval Institutions	3
	English History	3
	Contemporary Europe	4
	Greek History	2
	Comparative Government	3
	Australasian History	3
	Readings in European History	3
	Seminar in European History	2
	Modern Britain	3
	British Empire	3

(Cont. on 25a)

Subject	Course	Sem.Hrs.
Child Psychology	General Psychology Hygiene and Public Health Educational Psychology Mental Hygiene	3 3 3 2

FORM A

Name of Teacher:

Cowdrey	Charles	Elmer		Date Dec. 2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate 105 Expiration Date 9-14-69

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Northwest Missouri State College, Maryville, Mo.	1957	B.S. Ed.Sec.

Major Subject Physical Education Sem. Hrs. Credit 39

Minor Subject Social Science Sem. Hrs. Credit 29

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Northwest Missouri State College, Maryville, Mo.	1960	
Missouri University, Columbia, Missouri	1964	M.S.Ed.

Major Subject or Department Physical Education Sem. Hrs. Credit 17

Minor Subject or Department Education Sem. Hrs. Credit 15

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
General Psychology	5	6			
Child Psychology	0	0			
Adolescent Psychology	5	6			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Completed M.S. Missouri University Columbia, Missouri	9 weeks	1964

D. EXPERIENCE

Number of years experience in teaching (a) This college 3 (b) Other colleges 0 (c) Other schools 9 (d) Total years teaching experience 12 Number of months employed 9 Annual salary $ 9,666.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
8:00 Gen. Psych. 201	48		3	48	3	55 min.	18
9:00 Child Psych. 211	45		3	45	3	55 min.	18
10:00 Gen. Psych. 201	50		3	50	3	55 min.	18
11:00 Adol. Psych. 212	50		3	50	3	55 min.	18
1:00 Gen. Psych. 201	30		3	30	3	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Head Football Coach

Assistant Track Coach

Evaluation Committee

Housing Committee

Fall Picnic Committee

All College Christmas Party Committee

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

None

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
General Psychology	General Psychology	2
	Educational Psychology	3
	Psychology of Education	3
	Group Intelligence Testing	3
Child Psychology		0
Adolescent Psychology	Psychology of Employer-Employees Relations	3
	Adolescent Psychology	2
	Psychology of Adolescents	3
	Group Intelligence Testing	3

FORM A

Name of Teacher:

Cox	A.	James (Jr.)		Date Dec. 2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate 164 Expiration Date 6-30-69

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Arkansas City Junior College, Arkansas City, Ks.	1949-51	A.A.
Phillips University (College of Bible) Enid, Okla.	1951-53	B.A.

Major Subject Philosophy Sem. Hrs. Credit 10

Minor Subject Theology Sem. Hrs. Credit 12

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Phillips University, Enid, Okla. (Grad. Seminar)	June 1953	A.B.
Phillips University, Enid, Okla.	1953-57	B.D.

Major Subject or Department Philosophy Sem. Hrs. Credit 8

Minor Subject or Department Theology Sem. Hrs. Credit 14

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Religions of Mankind	22	14			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
None		

D. EXPERIENCE

Number of years experience in teaching (a) This college 0
(b) Other colleges 0 (c) Other schools 0 (d) Total years
teaching experience 0 Number of months employed 4½ (one semester)
Annual salary $ 350.00 Is your employment by the Board of Control
on a full-time or part-time basis? Part-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Religions of Mankind	35		3	35	2	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Counseling (Religions)

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Ministerial Alliance

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Religions of Mankind	Religions of Mankind	36

FORM A

Name of Teacher:

Crane (Last) Eldon (First) Eugene (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate 111 Expiration Date 6-30-72

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Fort Scott Junior College, Fort Scott, Ks.	1953-54 1955-56	A.A.
Kansas State College of Pittsburg	1956-58	B.S.

Major Subject Mathematics Sem. Hrs. Credit 36

Minor Subject Physics Sem. Hrs. Credit 19

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1958-59	M.S.
Oklahoma State University, Stillwater, Okla.	Summer 1960	
Kansas State College of Pittsburg	Summers 1959,61,62,63,65,68	

Major Subject or Department Mathematics Sem. Hrs. Credit 30

Minor Subject or Department ________ Sem. Hrs. Credit ________

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Mathematics	36	61			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

Finishing Ed.S. Degree this semester.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Kansas State College of Pittsburg	8 weeks	1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 10
(b) Other colleges 0 (c) Other schools 0 (d) Total years
teaching experience 10 Number of months employed 9
Annual salary $ 8,326.00 Is your employment by the Board of Control
on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.en-rolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Intermediate Algebra 101	27		3	27	3	55 min.	18
Trigonometry 121	8		2	8	2	55 min.	18
Anal.Geom. & Calculus 201 202	21		5	21	5	55 min.	18
College Algebra 102	16		3	16	3	55 min.	18
Modern Math 111	33		3	33	3	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Treasurer of Faculty Association

All College Fall Picnic

All College Spring Picnic

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

National Education Association

Kansas State Teachers Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Intermediate Algegra	College Algebra	3
College Algebra	Theory of Equations	2
	Determinants and Matrices	3
	Higher Algebra	3
	Number Theory	3
	Modern Algebra	3
	Linear Algebra	3
Trigonometry	Trigonometry	3
Calculus I	Analytic Geometry	5
	Calculus I	5
	Calculus II	3
	Differential Equations	3
	Advanced Calculus	3
	Real Functions	3
	Complex Variables	3
	Vector Analysis	2
Modern Math	Int. Math Thought	3
	Topology	2
	History of Math	3

FORM A

Name of Teacher:

Eshelbrenner (Last) Robert (First) Dale (Middle) (Maiden) Date Dec.2, 1968

Kind of Certificate 112 Expiration Date 8-21-69

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Fort Scott Junior College, Fort Scott, Kansas	1950-51 1952-53	None
Kansas State University, Manhattan, Kansas	1953-56	B.S.

Major Subject Physical Education Sem. Hrs. Credit 40

Minor Subject ______ Sem. Hrs. Credit ______

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1967	M.S.-Math

Major Subject or Department Mathematics Sem. Hrs. Credit 32

Minor Subject or Department ______ Sem. Hrs. Credit ______

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Physical Education	40				

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.
Six years of experience as summer Recreation Director.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Function Complex Variables	9 weeks	1966

D. EXPERIENCE

Number of years experience in teaching (a) This college 3 (b) Other colleges 0 (c) Other schools 9 (d) Total years teaching experience 12 Number of months employed 9 Annual salary $ 9,394.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Per.Comm. Health 121	46		3	46	3	55 min.	18
Per.Comm Health 121	40		3	40	3	55 min.	18
Play Theory 221	26		3	26	3	55 min.	18
Per.Comm. Health 121	43		3	43	3	55 min.	18
Prob.Intra. Sports 201	9		2	9	2	55 min.	18
Intro. PE 101	14		2	14	2	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Basketball Coach

Attendance Committee

All College Spring Party Committee

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

NONE

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Health	Personal and Comm. Health	3
	Biology	5
	Human Anatomy	5
	Advanced Health P.E.	3
	Kinesiology	2
	Human Phys.	4
	Health Exam	3
	Athletic Injuries and First Aid	3
Play Theory	Nat. and Function of Play	2
	Comm. Recreation	2
Introduction to PE	Introduction to PE	1
	History of PE	2
	P.S. Progress PE	2
Problems of Intramural Sports	Tech. of Football	2
	Tech. of Basketball	2
	Tech. of Baseball	2
	Swimming M	1
	Tech. of Track and Field	2
	P.E. Activities I	2
	P.E. Activities II	2
	P.E. Activities III	2

FORM A

Name of Teacher:

Eves, (Last) Chester (First) Earl (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate Life Expiration Date

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1931	B.S.

Major Subject Industrial Arts Sem. Hrs. Credit 47

Minor Subject History Sem. Hrs. Credit 20

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1941	M.S.
Kansas State College of Pittsburg	1941 through 1958 15 hours	

Major Subject or Department Industrial Arts Sem. Hrs. Credit 30

Minor Subject or Department Education Sem. Hrs. Credit 17

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Elem.Mach.Drawing	2		Machine Drawing	2	
Projection Drawing	2		Desc.Geometry	2	
Freehand Drawing	2		Furniture Design	1	
Industrial Arts Design	2				
Arch.Drawing	2				

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Organization & Adm. of I.E.		
Kansas State College of Pittsburg Evening Course		Spring 1958

D. EXPERIENCE

Number of years experience in teaching (a) This college 21 (b) Other colleges 0 (c) Other schools 22 (d) Total years teaching experience 43 Number of months employed 9 Annual salary $ 1575 Is your employment by the Board of Control on a full-time or part-time basis? part-time If part-time, explain. Teaching night classes in Technical Drafting

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
General Drafting 181	2	11	3	13	1	3 hours	18
General Drafting			3		1	3 hours	18
Machine Drawing			"		1	3 hours	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Fort Scott U-234 Teachers Association

Kansas State Teachers Association

National Education Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Technical Drawing	Elem.Mach.Drawing	2
	Machine Drawing	2
	Projection Drawing	2
	Freehand Drawing	2
	Industrial Arts Design	2
	Arch. Drawing	2
	Desc. Geometry	2
	Furniture Design	1

FORM A

Name of Teacher:

Foster	Milton	Leon		Date Dec. 2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate 132 Expiration Date 9-14-69

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1946-49	B.S.

Major Subject Physical Education Sem. Hrs. Credit 36

Minor Subject Social Science
Biology Sem. Hrs. Credit 29
25

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	49-51	M.S.
University of Texas	62-63	Grad.Work
University of Kansas, Lawrence, Kansas	65	Grad.Work
Kansas State College of Pittsburg	67-69	Grad.Work

Major Subject or Department Education-Admin. Sem. Hrs. Credit 66

Minor Subject or Department ________ Sem. Hrs. Credit ________

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location Length in Days or Weeks Date

Completion of Ed. Spec. Degree, Summer 1969, continuous work since Spring 1967

D. EXPERIENCE

Number of years experience in teaching (a) This college 9 (b) Other colleges 0 (c) Other schools 10 (d) Total years teaching experience 19 Number of months employed 12 Annual salary $ 13,500.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

Kansas State Teachers Association

National Education Association

School Master Club

Phi Delta Kappa

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.

FORM A

Name of Teacher:

Gilmore (Last) Britte (First) Jack (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate 111 Expiration Date 1973

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State University, Manhattan, Kansas	1950	
College of Emporia, Emporia, Kansas	1955-59	B.A.
Emporia State Teachers College, Emporia, Ks.	1959	

Major Subject Biology Sem. Hrs. Credit 30

Minor Subject Education Sem. Hrs. Credit 20
Speech 15
Physical Education 20

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1961	
Kansas State Teachers College, Emporia, Kansas	1962-63	M.S.
Kansas University, Lawrence, Kansas	1967	
Louisiana State University, Baton Rouge, La.	1968	

Major Subject or Department Biology Sem. Hrs. Credit 54

Minor Subject or Department ________ Sem. Hrs. Credit ________

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Biology	30	46			
Physical Science	8	11			
Education Graduate		17			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Dept. of Health, Physical Ed. & Rec.	8 weeks	1968
at Lousiana State University, Baton Rouge, La.		

D. EXPERIENCE

Number of years experience in teaching (a) This college 0 (b) Other colleges 0 (c) Other schools 8 (d) Total years teaching experience 8 Number of months employed 9 Annual salary $7,833.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
General Biology 101	20		5	20	7	55 min.	18
General Biology 101	16		5	16	7	55 min.	18
Fund. of Phy.Sc.122	24		5	24	7	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

All College Fall Picnic Committee

All College Spring Picnic Committee

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

National Wildlife Federation

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
General Biology	Basic Biology	5
	Botany	4
	General Zoology	5
	Parasitology	3
	Human Anatomy and Physiology	4
	Embryology	4
	Genetics	3
	Biology Problems (Birds)	2
	Chemistry	5
	Aquatic Biology	3
	Natural History	3
	Organic Chemistry	5
	Vertebrate Zoology	3
	Plant Taxonomy	3
	BSCS Biology	6
	Biochemistry	3
	Paleobiology	3
	Basic Concepts of Biology	5
	Physiology	3
	Plant Morphology	3
	History of Science	3
	Ecology	3
	Biology Seminar	3
	Research in Biology	3
	Advanced Kinesiology	3
Fundamentals of Physical Science	General Geology	3
	Chemistry	5
	Organic Chemistry	5
	Biochemistry	3
	History of Science and Math	3

In addition to the courses in subject matter, I have successfully completed courses in educational theory at the undergraduate and graduate level.

FORM A

Name of Teacher:

Hill	Bernita	Delaine	Golden	Date Dec. 2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate 112 Expiration Date 7-73

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1955	B.S. in Ed.

Major Subject Language and Literature (Journalism Emphasis) Sem. Hrs. Credit 61

Minor Subject Social Science Sem. Hrs. Credit 24

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1967	M.S. in Ed.

Major Subject or Department Education Sem. Hrs. Credit 18

Minor Subject or Department Lang. & Lit. Sem. Hrs. Credit 15

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Short Story*	14	8			
Freshman English	27	3			
Journalism	26	3			
Fiction-Prose*	8	9			
*Preparation overlap					

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.
Professional Work on private and school newspapers.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
English Workshop, University of Kansas	one day	Oct.1968
Zone School (poetry), Chanute, Kansas	one day	Sept.1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 4 (b) Other colleges 0 (c) Other schools 9 (d) Total years teaching experience 13 Number of months employed 9 Annual salary $ 8,200.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.en-rolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Short Story 231	45		3	45	3	55 min.	18
Freshman English 101	29		3	29	3	55 min.	18
Freshman English 101	31		3	31	3	55 min.	18
Journalism 151-152	27		3	27	5	55 min.	18
Freshman English 101	27		3	27	3	55 min.	18
Intro.Prose Fiction 182	38		3	38	3	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Vice-President, Faculty Association

Program Chairman, Faculty Association
College Social Chairman
Faculty Senate Member

Steering Committee

Student Personnel Committee
Sponsor of weekly school newspaper column
Evaluation sponsor of weekly school radio program
Sponsor school yearbook, The Greyhound

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Honorary: Kappa Delta Pi Professional: Fort Scott Teachers Ass'n.

Delta Kappa Gamma Kansas State Teachers Ass'n.

Sigma Tau Delta National Education Ass'n

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Journalism	Newswriting 59	3
	Elem. of Photography 70	3
	Advanced Journalism	5
	Copyreading 60	3
	Public Relations and the Press 125	2
	Editing 123	2
	Printing 12	3
	Proofreading 31	2
	Radio Program Production 125	3
	School Publications 475	3
Freshman English	Communications 11	4
	Communications 12	4
	Teaching of English 149	3
	Supervised Teaching 150	3
	Principles of Literary Criticism 250	3
	Grammar 120	2
	Workshop in Reading 531	1
Speech	Oral Interpretation 60	2
	Speech 51	3
	Speech Correction 107	3
	High School Speech Workshop 502	2
Literature	Intro. to Literature 61	3
	Intro. to Literature 62	3
	American Literature 117	2
	Short Story 410	3
	History of Theatre 513	3
	Seminar: Restoration Drama 655	3

FORM A

Name of Teacher:

James	Lucile	Elizabeth	Fuller	Date Dec. 2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate Life Expiration Date

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas University, Lawrence, Kansas	1929	B.A.

Major Subject History Sem. Hrs. Credit 41

Minor Subject English Sem. Hrs. Credit 15
Speech 16

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1965	M.S.

Major Subject or Department English and Lit. Sem. Hrs. Credit 36

Minor Subject or Department Sem. Hrs. Credit

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
English and Lit.	15	36			
Speech and Drama	16				

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. I have directed and produced at least fifty plays during my years of teaching on both the secondary and college levels. These plays have all been written by significant playwrights. Often I presented these dramas in competition at the state level. I can think of no other preparation which has been so valuable in my teaching of English and literature.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Kansas State College of Pittsburg	Summer session	1965

D. EXPERIENCE

Number of years experience in teaching (a) This college 5 (b) Other colleges 0 (c) Other schools 16 (d) Total years teaching experience 21 Number of months employed 9 Annual salary $ 8,469.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Freshman English 101	36		3	36	3	55 min.	18
Freshman English 101	29		3	29	3	55 min.	18
American Lit. 202	51		3	51	3	55 min.	18
Freshman English 101	27		3	27	3	55 min.	18
Intro. Lit Poetry Drama 181	24		3	24	3	55 min.	18
Freshmen English 101	30		3	30	3	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Arrange for all student assemblies

Arrange for college and community lecture programs.

Arrange for all student movie programs.

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Kansas State Teachers Association

National Education Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
English	Rhetoric	10
	Narrative and Description	3
	Spanish Grammar and Comp.	16
	History of the English Lang.	3
	Research Methods	3
	Speech for Classroom Teacher	2
	Supervised Teaching	4
	Educational Psychology	3
	Speech and Drama	15
	Greek	5
	Library	5
Intro.Lit.Drama-Poetry	English Literature	5
American Literature	World Literature	3
	American Literature	6
	Short Story	3
	Seminar American Naturalism	3
	Restoration Comedy	3
	Shakespeare	3
	History of English Language	3
	Milton	3
	Whitman and Emeraon	3
	Literary Interpretation	3
	Theory and Practice of Drama	6

FORM A

Name of Teacher:

Kivett	Howard	A.		Date Dec.2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate 105 Expiration Date August 1971

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Cowley County Community Junior College Arkansas City, Kansas	1955-57	
Oklahoma State University Stillwater, Oklahoma	1957-59	B.S. Natural Science
University of Oklahoma Norman, Oklahoma	Summer 1958	

Major Subject Natural Science Sem. Hrs. Credit 62

Minor Subject ________ Sem. Hrs. Credit ________

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Wichita State University, Wichita, Kansas	1960	
University of Kansas, Lawrence, Kansas	1959	
University of New Mexico, Albuquerque, N.M.	1961	
New Mexico Highlands, Las Vegas, N.M.	1962-63	M.S.

Major Subject or Department Natural Science Sem. Hrs. Credit 32

Minor Subject or Department ________ Sem. Hrs. Credit ________

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Chemistry	10	26			
Physics	10	10			
Biology	43	15			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. In addition to the above courses in subject fields, I have had 22 hours of mathematics.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Kansas State College of Pittsburg	8 weeks	Summer 1968
Summer Institute for Junior College Chemistry Teachers	8 weeks	Summer 1967

D. EXPERIENCE

Number of years experience in teaching (a) This college 5
(b) Other colleges 0 (c) Other schools 3 (d) Total years
teaching experience 8 Number of months employed 9
Annual salary $ 8,248.00 Is your employment by the Board of Control
on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Inorganic Chem. 101	24		5	24	7	55 min.	18
General Chem. 121	24		5	24	7	55 min.	18
College Physics 111	8		5	8	7	55 min.	18
Quan. Analysis 103	6		5	6	7	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Scholarship Committee
Admission Committee
Salary Committee
Sponsor of Christmas party
Sponsor Christian Youth on Campus
Pack Committee - Faculty Association

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Fort Scott Junior College Teachers Association

Kansas State Teachers Association

National Education Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Inorganic Chemistry	General Chemistry	5
General Chemistry	Spec.Topics in Organic Chem.	2
	Organic Chemistry	5
	Spec.Topics in Analytical Chem.	2
	Spec.Topics in Organic Chem.	2
	Inorganic Chemistry	2 2/3
	Thermodynamics	2 2/3
	Spectroscopy	2
	Chemical Bonding	3
	Chemical Research	1 1/3
	Instrumental Analysis	2 2/3
	Advanced Organic Chemistry	3
	College Algebra	4
College Physics	General Physics	8
	Atomic Physics	3
	Nuclear Physics	2 2/3
	Electronics	2
	Spectroscopy	2
	Algebra	5
	Trigonometry	2
	Analytic Geometry and Cal.	13
Fundamentals of Phy.Sc.	All of above plus	
	Geography	2
	History of Science	2
Quantitative Analysis	Spectroscopy	2
	Chemical Bonding	3
	Instrumental Analysis	2 2/3
	Special Topics in Anal.Chem.	2
	Chemical Research	1 1/3

FORM A

Name of Teacher:

Lewis	Jewell	Lorene		Date Dec. 2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate Life Expiration Date

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
University of Colorado, Boulder, Colorado	Summer 1933	
Kansas State College of Pittsburg	1939	B.S. Educ.

Major Subject Business Sem. Hrs. Credit 62

Minor Subject Home Economics
English Sem. Hrs. Credit 16
16

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1966	M.S. Bus.Ed.

Major Subject or Department Business Sem. Hrs. Credit 22

Minor Subject or Department Sem. Hrs. Credit

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Business	62	22			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. Several years in government office experience in areas of steno pool supervisor, purchasing, accounting, personnel, transportation, secretary. office services, receptionist, duplicating, Summers while in school, in insurance and law offices. While in college, worked in Vocational Education office.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Seminar: Purposes, Functions, Curriculum Kansas State College of Pittsburg	1 week	Summer 1968
Seminar: Curriculum Development and Instruction Kansas State College of Pittsburg	1 week	Summer 1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 6½ (b) Other colleges 0 (c) Other schools 9 (d) Total years teaching experience 15½ Number of months employed 9 Annual salary $8,218.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Typewriting 102-201	21		3	21	3	55 min.	18
Elem. Account.121	26		3	26	3	55 min.	18
Elem. Account.121	21		3	21	3	55 min.	18
Intro. to Bus. 221	44		3	44	3	55 min.	18
Business Law 232	24		3	24	3	55 min.	18
Shorthand 111	13		3	13	1	3 hours	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Steering Committee for Evaluation

Instruction Committee for Evaluation

Sponsor - Christmas Dance

Social Committee

Secretary-Fort Scott Faculty Association

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

Kansas Business Education Association - Director for S.E. Kansas

National Business Education Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Typewriting	Typewriting	3
	Advance Typewriting	2
	Secr. Work	5
	Secr. Practice and Office Training	3
Intro. to Business	Accounting (4 courses)	11
	Workshop in Bus.Ed.(Bkkeep.)	1
	Economics	3
	Business Law	8
	Bus. Organ. & Management	3
	Salesmanship	2
	Marketing Management	3
	Personnel Management	3
	Business Finance	3
	Office Management	3
	Improvements of Instruction	3
	Problems in Business Ed.	3
	Data Processing for Teachers	3
Organ. and Admin.	Business Law	8
	Marketing Management	3
	Personnel Management	3
	Business Finance	3
	Business Correspondence	3
	Statistics	3
	Office Management	3
	Business Organ. and Manage.	3
Accounting	Accounting (4 courses)	11
	Workshop in Bus. Ed. (Bkkpg)	1
	Economics	3
	Applied Business Problems	3
	Office Machines	3
Business Law	Business Law (3 Courses)	8
	Accounting	11
	Workshop in Business Education	1
Shorthand	Secretarial Work	5
	Secretarial Practice and Office Training	3

(Cont. on 57a)

Subject	Course	Sem.Hrs.
	Penmanship	1
	Business Correspondence	3
	Principles of Business Education	3
	Problems in Business Education	
	Supervised Teaching in Shorthand	3
	Methods in Commerce	3

FORM A

Name of Teacher:

Normand (Last) Marcel (First) Henry (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate 112 Expiration Date 6-30-73

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1953-57	B.S. in Ed.

Major Subject Social Science Sem. Hrs. Credit 52

Minor Subject English and Language Sem. Hrs. Credit 37

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1958-59	M.S. in Ed.
University of Wyoming, Laramie, Wyoming	Summer 1961	

Major Subject or Department Political Science Sem. Hrs. Credit 25

Minor Subject or Department History Sem. Hrs. Credit 11

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Political Science	52	25			
History	52	11			
Sociology	19	5			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. Political Science: Participate in party politics actively; have attended a national convention,1960; presently precinct committeeman. History: Have conducted various interviews and seen famous people including Hoover, Truman, Eisenhower, John Kennedy, Johnson, Nixon, Rayburn and Nikita Khrushchev. Sociology: Counseling in field of marriage and religion as well as others. Taught Marriage course 4 years.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Kansas State College of Pittsburg	One semester (3 hrs.)	Spring 1968
Kansas State College of Pittsburg	One week (1 hr.)	Summer 1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 7
(b) Other colleges 0 (c) Other schools 1 (d) Total years teaching experience 8 Number of months employed 9
Annual salary $7,832.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students College	No. of Students Non College	Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
Sociology 111	30		3	30	3	55 min.	18
Sociology 111	38		3	38	3	55 min.	18
American Govt. 122	22		3	22	3	55 min.	18
American Govt. 122	28		3	28	3	55 min.	18
Criminology 261	20		3	20	3	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Student Council Sponsor

Publicity Director, Faculty Association

Chairman, Legislative Committee, Faculty Association

Co-Sponsor, Collegiate Young Democrats.

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

National Education Association

Kansas State Teachers Association

Fort Scott Community College Faculty Association

Kansas Teachers of Government

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Government (Pol. Science)	American Government	3
State & Local Government	Parliamentary Law	2
Current World Affairs	Municipal Government	2
	Political Parties	2
	Comparative Government	3
	Research	3
	Thesis	4
	Constitutional Law	3
	International Relations	3
	Seminar-Political Science	3
	Two field trips	8
Sociology and Criminology	Introduction to sociology	3
	Modern Family	3
	Intellectual and Social Hist.	3
	Anthropology	3
	Criminology	3
	Urban Sociology	2
	American Ideals	2

FORM A

Name of Teacher:

Raines (Last) Margaret (First) Frances (Middle) Reed (Maiden) Date Dec. 2, 1968

Kind of Certificate Life Expiration Date

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Independence Junior College Independence, Kansas	1937-39	
Kansas State Teachers College, Pittsburg	1939-41	B.S.

Major Subject Library Science Sem. Hrs. Credit 25

Minor Subject English, Social Science and Psychology Sem. Hrs. Credit 19,25,19

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College, Pittsburg	1961	M.S.
University of Nebraska, Lincoln, Nebraska	1962	

Major Subject or Department Guidance Sem. Hrs. Credit 43

Minor Subject or Department Library Science Sem. Hrs. Credit 4

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Library	25	4			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. The summer of 1935, I worked a three months' apprenticeship at the Independence Public Library, Independence, Kansas. I then worked there as an extra employee during my high school and junior college years.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Guidance Institute, University of Nebraska Lincoln, Nebraska	9 weeks	Summer 1962

D. EXPERIENCE

Number of years experience in teaching (a) This college 1 (b) Other colleges 0 (c) Other schools 14 (d) Total years teaching experience 15 Number of months employed 10 Annual salary $ 8,400.00 Is your employment by the Board of Control on a full-time or part-time basis? ________ If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.en-rolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Librarian							

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Pep Club and Cheerleader sponsor.

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Kansas State Teachers Association

National Education Association

Local Association

Delta Kappa Gamma

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Library	Library Administration	3
	Cataloging	3
	Book Selection	3
	Reference 85	3
	Circulation	2
	Library Work with Children	3
	Field Work in Library Science	3
	Classification	2
	Reference 160	3
	Occupational Information	4
Literature	English Literature 10	2
	English Literature 11	3
	Social Content of Contemporary Lit.	3
	American Literature	2

FORM A

Name of Teacher:

Richert (Last) Ivan (First) Leslie (Middle) (Maiden) Date Dec. 2,1968

Kind of Certificate 112 Expiration Date 8-19-73

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Tabor College, Hillsboro, Kansas	1948-49	None
McPherson College, McPherson, Kansas	1954-57	B.S.

Major Subject Music Sem. Hrs. Credit 57½

Minor Subject Sem. Hrs. Credit

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Wichita State University, Wichita, Kansas	1959-66	M.ME

Major Subject or Department Music Sem. Hrs. Credit 38

Minor Subject or Department Sem. Hrs. Credit

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Music	62½	38			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Instr. Workshop	6 days	June 1966
Instr. Music Read. Clinic	2 days	August 1968
KMEA Conference	2 days	Feb. 1968
Special Project	3 hours	Fall 1966

D. EXPERIENCE

Number of years experience in teaching (a) This college 2 (b) Other colleges 0 (c) Other schools 10 (d) Total years teaching experience 12 Number of months employed 9 Annual salary $8,033.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

Resigned at end of Fall Semester; Replaced by Erma Rose

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
Music Theory 101	7		3	7	3	55 min.	18
Basic Theory 100	6		2	6	2	55 min.	18
Music Apprec. 112	38		3	38	3	55 min.	18
Music Apprec. 112	20		3	20	3	55 min.	18
Band 131	20		1	20	2	55 min.	18
Stage Band 135	18	2	1	18	1	3 hours	18
Choir 141	26		2	26	3	55 min.	18
Troubadours 145	15		0	15	3	30 min.	18
Private Lessons 160	1		1	1	1	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Band at football and basketball games

Faculty Assignment: Attendance Committee

Social Committee

Steering Committee for Evaluation

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Kansas State Teachers Association

National Education Association

KMEA

MENC and NBDA

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Music Education	Music Education	98½

FORM A

Name of Teacher:

Rose (Last) Erma (First) L (Middle) (Maiden) Date Dec. 2,1968

Kind of Certificate 101 Expiration Date 1971

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1963	B.M.E.

Major Subject Music Education Sem. Hrs. Credit 70

Minor Subject Sem. Hrs. Credit

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1964	M.S. (Piano)
U.S.C., Los Angeles, California	1965-66	

Major Subject or Department Music Sem. Hrs. Credit 30

Minor Subject or Department Sem. Hrs. Credit

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Piano	15	11			
Band	3	0	Total Organizational Credit:		
Choir	0	0	Band 3 Choir 0		
Theory	18	10	Collegiates 1 Orchestra 4		
Appreciation	7	23	Chamber Music 4½		(Graduate)

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. Accompanied Choirs - No credit.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
University of Los Angeles	18½ semester hours	1965-66

D. EXPERIENCE

Number of years experience in teaching (a) This college 0 (b) Other colleges 2 (c) Other schools ½ (d) Total years teaching experience 2½ Number of months employed 4½ Annual salary $ 8,310.50 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Music Theory II	6		3	6	3	55 min.	18
Music Apprec.	21		3	21	3	55 min.	18
Music Apprec.	18		3	18	3	55 min.	18
Choir	15		2	15	2	55 min.	18
Band	14		1	14	2	55 min.	18
Basic Theory	6		2	6	2	55 min.	18
Stage Band	14	1	1	14	1	3 hours	18
Piano	8		1	8	1 Pvt.	½ hr.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Sigma Alpha Iota - Women's honorary music fraternity

Kappa Delta Pi

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Piano	Piano	26
Theory	Theory, Harmony, Counterpoint, Orchestration, Composition, etc.	28
Basic Theory	Theory, Harmony, Counterpoint, Orchestration, Composition, etc.	28
Music Appreciation	Music History, Middle Ages, Renaissance, Baroque, Classic Romantic, 18th Century Music, 10th Century Music, Piano Lit., Song. Lit., Interpretation of Baroque	
Band	Band	3
	Various Techniques Courses	6
	Conducting	2
Choir	Choral Conducting	2
	Choir Accompanist	0

FORM A

Name of Teacher:

Shores (Last) Robert (First) D. (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate 112 Expiration Date 6-30-71

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Coffeyville Community College, Coffeyville, Ks.	1951-52	None
Baker University, Baldwin, Kansas	1956-58 1952-53	A.B.

Major Subject Physical Education Sem. Hrs. Credit 32

Minor Subject Social Science Sem. Hrs. Credit 32

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
University of Kansas, Lawrence, Kansas	1959	None
Kansas State Teachers College, Emporia, Ks.	1960-63	M.S.
Kansas State College of Pittsburg	1968	None

Major Subject or Department Guidance Sem. Hrs. Credit 25

Minor Subject or Department Administration Sem. Hrs. Credit 11

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Psychology	9	21			
Guidance and Counseling	2	22			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
E.D.S., Kansas State College of Pittsburg	9 weeks	Summer 1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 3 (b) Other colleges 0 (c) Other schools 7 (d) Total years teaching experience ________ Number of months employed 9 Annual salary $9,300.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
General Psychology	50		3	50	3	55 min.	18
General Psychology	18		3	18	3	55 min.	18
Counseling	581	32	None	581			18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Student Personnel Committee for Evaluation

President of Faculty Association

Assistant football coach

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Southeast Kansas Personnel and Guidance Association

Kansas Personnel and Guidance Association

American Personnel and Guidance Association

American School Counselors Association

National Vocational Guidance Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
General Psychology	General Psychology	3
	Adolescent Psychology	3
	Educational Psychology	3
	Philosophy of Life	3
	Seminar in Child and Adol.	3
	Test & Measurements	3
	Methods of Research	3
	Statistics	3
	Theory of Personality	3
	Psychology of Individual Differences	3
	Group Testing	3
	Group Dynamics	3

FORM A

Name of Teacher:

Stafford (Last) Lloyd (First) Albert (Middle) (Maiden) Date Dec. 2,1968

Kind of Certificate Life Expiration Date

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1927-1935	B.S. 1934

Major Subject English Sem. Hrs. Credit 39

Major
MXXXX Subject Education Sem. Hrs. Credit 39

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
State University of Iowa, Iowa City, Iowa	1936-38	M.S.

Major Subject or Department Speech Sem. Hrs. Credit 26

Minor Subject or Department English Sem. Hrs. Credit 4

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Speech	8	40			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Debate Clinic for Coaches	4 weeks	July 1962
Four hours of credit		

D. EXPERIENCE

Number of years experience in teaching (a) This college 3 (b) Other colleges 2 (c) Other schools 19 (d) Total years teaching experience 24 Number of months employed 9 Annual salary $ 7,683.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. en-rolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
General Speech	144		3	144	3	55 min.	18
Advanced Speech	3		2	2	2	55 min.	18
Debate	4		1	4	1	2 hours	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Scholarship Committee

Member of Committee on Instruction for Evaluation

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Faculty Associatio

Kansas State Teachers Association

Kansas Speech Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Speech	Short Story	2
Debate	Essentials of Speech	3
	Supervised Teaching	3
	Interpretation	2
	Philology	3
	Dramatic Art	3
	Dramatic Interpretation	2
	Scenic Design	2
	Acting, Reheasing and Perform.	2
	Methods of Teaching Speech	1.7
	Acting and Production	3.4
	Critical Study of Oratorical Theory	2
	Voice and Phonetics	3
	Speech Pathology	3
	Independent Study of Speech	3
	Advanced Argumentation and Debate	3
	Thesis Seminar	3
	Stage Lighting	3
	Applied Phoenetics	3
	Debate Clinic Case Construction	2

FORM A

Name of Teacher:

Stern (Last) Donald (First) Ray (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate Life Expiration Date

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State Teachers College, Emporia, Kansas	1950	B.S.

Major Subject Health and Physical Education Sem. Hrs. Credit 51

Minor Subject Industrial Arts Sem. Hrs. Credit 30

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1965	M.S.

Major Subject or Department Industrial Ed. Sem. Hrs. Credit 31

Minor Subject or Department Sem. Hrs. Credit

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Drafting	4	2			
Metals	6	8			
Welding	3	2			
Auto Mechanics	4	5			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above. Attended General Motors School in Kansas City and work shops at Kansas State College of Pittsburg.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
General Motors Training Center, Kansas City, Ks.	1 week	Summer 1967
Kansas State College of Pittsburg	Summer Session	1965

D. EXPERIENCE

Number of years experience in teaching (a) This college 6 (b) Other colleges 0 (c) Other schools 13 (d) Total years teaching experience 19 Number of months employed 9 Annual salary $ 9,716.22 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Drafting	21		3	21	5	55 min.	18
Metals	17		3	17	5	55 min.	18
Welding	15		3	15	5	55 Min.	18
Auto Mech.	28		3	28	3	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Coach Track
Assistant football coach
Sponsor for All College fall picnic
Sponsor for All College Christmas Dance
Salary Committee
Evaluation Committee

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

NONE

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Drafting	Mechanical Drawing I & II	4
Metals	General Metalwork	3
	Welding and Foundry	3
	Sheet and Art Metalwork	3
	Process Instrumentation	3
	Preparation of Instructional Materials Industrial Arts Teachers	2
Welding	Welding and Foundry	3
	Preparation of Instructional Materials Industrial Arts Teachers	2
Auto Mechanics	Auto Mechanics I	2
	Auto Mechanics II	2
	Advanced Power Theory	3
	Preparation of Instructional Materials Industrial Arts Teachers	2

FORM A

Name of Teacher:

Stringer Wayne Date Dec. 2, 1968
(Last) (First) (Middle) (Maiden)

Kind of Certificate 106 Expiration Date 9-14-70

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1959	B.S.

Major Subject Biology Sem. Hrs. Credit 47

Minor Subject Physical Science Sem. Hrs. Credit 22

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State Teachers College, Emporia, Kansas	1959-61	
Oklahoma University, Norman, Oklahoma	1963	
University of Georgia, Athens, Georgia	1966-67	M.S.

Major Subject or Department Biology Sem. Hrs. Credit 28.7

Minor Subject or Department Physical Science Sem. Hrs. Credit 10.7

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Biological Science	47	28.7			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
A.Y.I.	3 semesters	66-67

D. EXPERIENCE

Number of years experience in teaching (a) This college 0
(b) Other colleges 0 (c) Other schools 7 (d) Total years teaching experience 7 Number of months employed 9
Annual salary $ 7,533.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
Anatomy & Physiol.	33		5	33	7	55 min.	18
Biology	32		5	32	7	55 min.	18
Zoology	15		5	15	7	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Evaluation Committee

Attendance Committee

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

Kansas State Teachers Association

Faculty Association

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Anatomy & Physiology	Cytology	5
	Problems of Teaching Science	5
	Modern Developmental Biology	10
	Hygiene and Public Health	3
	General Zoology	5
	Animal Physiology	5
Biology	Cytology	5
	Problems of Teaching Science	5
	Modern Developmental Biology	10
	Hygiene and Public Health	3
	General Zoology	5
	Animal Physiology	5
	Microbiology	5
	Bacteriology	5
	Field Lab Botany	5
	Plant Taxonomy	3
	Mammalogy	2
	Conservation	3
Zoology	Echology	3
	Selected studies in Biology (Zoology)	3

FORM A

Name of Teacher:

Todd (Last) Gene (First) W. (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate Adm. #1 Expiration Date 9-14-71

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Iola Junior College, Iola, Kansas	Fall 1956 Spring 1958	A.A.
Kansas State Teachers College, Emporia, Ks.	1958-59	
Arizona State University	Spring 1959	
Kansas State College of Pittsburg	Summer 1958-Spring 1960	B.S.

Major Subject Mathematics Sem. Hrs. Credit 34

Minor Subject Science Sem. Hrs. Credit 26

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Kansas State College of Pittsburg	1962	M.S.

Major Subject or Department Counseling Sem. Hrs. Credit 23

Minor Subject or Department Mathematics Sem. Hrs. Credit 9

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Math	34	9			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Kansas State College of Pittsburg	8 weeks	Summer 1968

D. EXPERIENCE

Number of years experience in teaching (a) This college 2
(b) Other colleges 0 (c) Other schools 1 (d) Total years teaching experience 3 Number of months employed 12
Annual salary $ 7,000.00 Is your employment by the Board of Control on a full-time or part-time basis? Full-time If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
Modern Math	38		3	38	1	3 hours	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Director of Business Administration

Have you had a course in junior college education? No

List the professional associations you belong to appropriate to your teaching field.

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Math	Modern Math	5

FORM A

Name of Teacher:

Van Arsdale (Last) Herman (First) W. (Middle) (Maiden) Date Dec. 2, 1968

Kind of Certificate 164 Expiration Date 1969

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Sterling College, Sterling, Kansas	1955	B.A.

Major Subject Social Science Sem. Hrs. Credit

Minor Subject Language Arts Sem. Hrs. Credit

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
Bethel Theological Seminary, St. Paul, Minn.	1959	B.D.

Major Subject or Department Sem. Hrs. Credit

Minor Subject or Department Sem. Hrs. Credit

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Philosophy	6				
Economics	6				
Christian Evidences	6				
Literature	12				
Biblical Studies		20			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date

D. EXPERIENCE

Number of years experience in teaching (a) This college 0 (b) Other colleges 0 (c) Other schools 0 (d) Total years teaching experience 0 Number of months employed 4½ (1 semester) Annual salary $ 350.00 Is your employment by the Board of Control on a full-time or part-time basis? Part-time If part-time, explain. I was employed for one semester to teach a course entitled "Philosophy of Life." This was a 2 hours course, given for full credit.*

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No.of Students		Credit	No.enrolled	Periods Per Wk.	Length of Period	No.Wks. in Term
	College	Non College					
Philosophy of Life	35		2	35	2	55 min.	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

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*It was worked out in cooperation with the ministerial alliance. The second semester, another qualified pastor will teach another course.

Have you had a course in junior college education? No

I have studied some pamphlets about the specific field of Junior College teaching and education and attended a special conference on ministering to

List the professional associations you belong to appropriate to your teaching field.

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Philosophy of Life	Philosophy	6

* Junior Colleges.

FORM A

Name of Teacher:

Vineyard	Mary	Katherine	Seibert	Date Dec. 2, 1968
(Last)	(First)	(Middle)	(Maiden)	

Kind of Certificate ____________ Expiration Date ____________

A. EDUCATION (UNDERGRADUATE)

University or College & Location	Date	Degree
Southern Illinois University, Carbondale, Ill.	1934-39	B.Ed.
Pestalozzi-Froebel Teachers College, Chicago, Ill.	1938-39	
University of Illinois, Urbana, Ill.	Summer 1937	

Major Subject Elementary Education Sem. Hrs. Credit 128

Minor Subject ____________ Sem. Hrs. Credit ____________

B. EDUCATION (GRADUATE)

University or College & Location	Date	Degree
University of Colorado, Boulder, Colorado	Summers 1940-41	
University of Illinois, Urbana, Ill.	Summer 1942	
Southern Illinois University, Carbondale, Ill.	Summer, Fall 1947 1959-60; Fall 1966 Summer 1967	M.S.Ed.

Major Subject or Department Kindergarten-Primary Sem. Hrs. Credit 50

Minor Subject or Department ____________ Sem. Hrs. Credit ____________

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**
Psychology	5 1/3	7			

*U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location	Length in Days or Weeks	Date
Modern Math for Elementary Teachers Kansas State College of Pittsburg	Six weeks	Summer 1967

D. EXPERIENCE

Number of years experience in teaching (a) This college 0 (b) Other colleges 7 (c) Other schools 11½ (d) Total years teaching experience 18½ Number of months employed 4½ (one semester) Annual salary $ 525.00 Is your employment by the Board of Control on a full-time or part-time basis? Part-time If part-time, explain. Special assignment to teach Child Psychology, 3 semester hours.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON COLLEGE)

Course or Subject	No. of Students		Credit	No. enrolled	Periods Per Wk.	Length of Period	No. Wks. in Term
	College	Non College					
Child Psychology	20	1 audit	3	21	1	3 hours	18

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

Have you had a course in junior college education? Yes

List the professional associations you belong to appropriate to your teaching field.

List the preparation you have had for each course you teach.

Subject	Course	Sem.Hrs.
Child Psychology	General Psychology	2 2/3
	Adv. Ed. Psychology	2 2/3
	Prin. of Education	2 2/3
	Primary Education	2 2/3
	Educational Diagnosis	1 1/2
	Techniques in Child Guidance	1 1/2
	Parent Education	1 1/2

FORT SCOTT COMMUNITY COLLEGE SCHEDULE - Fall 1968

TEACHER	8:00	9:00	10:00	11:00	1:00	2:00	Morning Evening
ANDERSON	Art Apprec 121 A-122 3 hrs. 32 MWF	Art Apprec 121 A-122 3 hrs 28	Crafts 201 Draw Comp. 101 & 102 A-122 M-F 3 hrs. 3 & 12		Art Apprec 121 A-122 MWF 3 hrs. 23	Water Color 211 A-122 MWF 3 hrs 5	
ARNOLD		Gen. Psych 201 A-133 3 hrs. 57 MWF		Intro. Ed. 101 A-127 TT 2 hrs. 47			
BENNETT *			Spanish 102 A-134 M-F 5 hrs. 5	Fr.Eng.101 B-203 MWF 3 hrs. 34	Spanish 101 A-134 M-F 5 hrs 8	Fr.Eng.101 B-203 MWF 3 hrs. 9	Fr.Eng101* 101 A-122 Mon.6:30 3 hrs. 12
BOHLANDER		U.S.Hist. 102 A-128 MWF 3 hrs. 48	Hist. Civ. 230 A-128 MWF 3 hrs. 43 Prin.Geo. 132 A-128 TT 10-11:30 3 hrs. 17	U.S. Hist. 102 A-128 MWF 3 hrs. 43	Child Psy. 211 A-128 MWF 3 hrs. 41 U.S. Hist. 102 A-128 TT 3 hrs. 1-2:30 43		
COWDREY	Gen. Psy. 201 A-129 MWF 3 hrs 48	Child Psy. 211 A-129 MWF 3 hrs. 45	Gen. Psy. 201 A-129 MWF 3 hrs. 49	Adol.Psy. 212 A-129 MWF 3 hrs. 50	Gen. Psy. 201 A-129 TT 1-2:30 3 hrs. 43		
CRANE	Inter.Alg. 101 A-123 MWF 3 hrs 31 Trig. 121 A-123 TT 2 hrs. 8	Anal.Geom. & Calc.211 A-123 M-F 5 hrs. 2	Col. Alg. 102 A-123 MWF 3 hrs 21	Anal.Geom. & Calc.201 A-123 M-F 5 hrs. 22	Mod. Math. 111 A-123 MWF 3 hrs. 36		
ESHELBRENNER	P&C HLTH. 121 A-127 MWF 3 hrs 46	P&C Hlth. 121 A-127 MWF 3 hrs. 40 Play Theo. 221 A-127 TT 2 hrs. 26		P&C Hlth. 121 A-124 MWF 3 hrs. 43 Prob.Intra. Spts. 201 A-127 TT 2 hrs. 9	Intro.P.E. 101 A-123 TT 2 hrs. 14		
GILMORE		Fund. Phy. Science 122 A-125 TTF 5 hrs 21		Gen.Biology 101 A-133 TTF 5 hrs. 20		Gen.Biology 101 A-125 TTF 5 hrs. 16	
	Fund. Phy. Science Lab. 122 A-146 MW	Fund. Phy. Science Lab. 122 A-146 MW	Gen.Biol. Lab. 101 A-146 MW	Gen.Biol. Lab. 101 A-146 MW	Gen.Biol. Lab. 101 A-146 MW	Gen. Biol. Lab. 101 A-146 MW	
HILL	Sh. Story 231 A-103 MWF 3 hrs 45	Fr.Eng.101 MWF 3 hrs 29	Fr.Eng.101 MWF 3 hrs. 33	Journalism 151 & 152 M-F 3 hrs 23 & 3	Fr.Eng.101 MWF 3 hrs. 25	Intro.Pr. & Fiction 182 TT 1-2:30 3 hrs. 39	

Figure preceded by Capital letter indicates room.
Figure in lower right corner of each class block indicates number of students in class.

FORT SCOTT COMMUNITY COLLEGE SCHEDULE - Fall 1968

TEACHER	8:00	9:00	10:00	11:00	1:00	2:00	Morning Evening
JAMES	Fr.Eng.101 A-124 MWF 3 hrs. 36	Fr.Eng.101 A-124 MWF 3 hrs. 35	Am.Lit. 202 A-124 MWF 3 hrs. 51		Fr.Eng.101 A-124 MWF 3 hrs. 27 Intro. Lit. Poetry & Drama 181 TT 1-2:30 3 hrs. 24		Fr.Eng.101 A-124 3 hrs. 7:00 AM 35
KIVETT	Inorganic Chem. 101 A-125 MWF 5 hrs. 26	Quan.Anal. 103 A-125 MWF 5 hrs. Lab by app. 6	Gen.Chem. 121 A-125 MWF 5 hrs. 26		College Physics 111 A-125 MWF 5 hrs. 8		
	Inorg.Chem Lab. 101 A-150 TT	Inorg.Chem Lab. 101 A-150 TT	Gen.Chem. Lab. 121 A-150 TT	Gen. Chem Lab. 121 A-150 TT	College Physics Lab. 111 A-150 TT	College Physics Lab. 111 A-150 TT	
LEWIS	Typewriting 102 & 201 A-130 MWF 3 hrs.19&1	Intro.Bus. 221 A-123 MWF 3 hrs. 48	Elem.Acct. 121 A-132 MWF 3 hrs. 27	Elem.Acct. 121 A-132 MWF 3 hrs. 25	Bus.Law 232 A-129 MWF 3 hrs. 29		Shorthand 111 & 112 Tues.6:30 3 hrs.17&1
NORMAND	Sociology 111 A-126 MWF 3 hrs. 34	Sociology 111 A-126 MWF 3 hrs. 41	Am.Govt.122 A-126 MWF 3 hrs. 23	Am.Govt.122 A-126 MWF 3 hrs. 29	State & Local Govt. 152(by app) 3 hrs. 1		Criminology 261 A-126 Wed. 6:30 3 hrs. 22
		Curr.Wld. Affairs. 142 A-126 2 hrs. TT 11					
RAINES	Library	Library	Library	Library	Library	Library	
RICHERT		Music Theo. 101 C-201 MWF 3 hrs. 8	Music Appr. 112 C-201 MWF 3 hrs. 40	Choir 141 C-201 MWF 2 hrs. 29	Music Appr. 112 C-201 MWF 3 hrs. 20		Stage Band C-201 M&Th. 6-8 PM 1 hr 18
		Band 131 C-201 TT 1 hr. 20	Basic Theo. 100 C-201 TT 2 hrs. 7	Private Lessons 160 C-201 TT 1 hr. 2	Troubadours 145 C-201 MWF no cr. (12:00) 16		
STAFFORD		Speech 141 B-203 MWF 3 hrs. 28	Speech 141 B-203 MWF 3 hrs. 30	Speech 141 A-127 MWF 3 hrs. 30	Speech 141 A-127 MWF 3 hrs. 26	Debate 161 A-127 Mon. 1 hr. 7 Adv.Speech 163 A-127 TT 2 hrs. 5	Speech 141 A-127 Wed. 6:30 3 hrs. 36
STERN	Ess.MtlWks 101 D-204 M-F 3 hrs 14	Mach.Draw. 161 D-105 M-F 3 hrs. 13	Gen.Draft. 181 D-105 M-F 3 hrs. 13	Elec.Weld. 202 D-104 M-F 3 hrs. 14	Auto.Mech. 231 D-104 MWF 3 hrs. 27		
STRINGER	Anat.Phy. 212 A-133 MWF 5 hrs. 34		Gen.Biol. 101 A-133 MWF 5 hrs. 31		Zoology 201 A-133 MWF 5 hrs. 15		

Figure preceded by Capital letter indicates room.

Figure in lower right corner of each class block indicates number of students in class.

FORT SCOTT COMMUNITY COLLEGE SCHEDULE - Fall

TEACHER	8:00	9:00	10:00	11:00	1:00	2:00	Morning Evening
STRINGER	Anat.Phy. 212 Lab. A-146 TT	Anat.Phy. 212 Lab. A-146 TT	Gen.Biol. 101 Lab. A-146 TT	Gen.Biol. 101 Lab. A-146 TT	Zoology 201 Lab. A-146 TT	Zoology 201 Lab. A-146 TT	
TODD							Mod.Math 111 A-133 Tues.3 hr 38
EVES							Gen.Draft 181 D-105 Wed.6:30 3 hrs. 13
Van Arsdale				Philosophy of Life 101 A-129 2 hrs. TT 35			
Kansas State College of Pittsburg, by Extension					Military Science 100 A-125 Mon.1-3 1 hr.		
*BENNETT							*Fr.Eng. 101 at Girard Tues.3 hr 19

Figure preceded by Capital letter indicates room.
Figure in lower right corner of each class block indicates number of students in class.

5. ENROLLMENT

Information Requested: (Exhibit IV-5)

Supply the following information.

Regular - Student enrolled for the purpose of completing a program leading to an AA Degree, diploma or certificate of completion.

Special - Student enrolled in a course or courses but not for the purpose of completing a program leading to an AA degree, diploma or certificate of completion. Student included as special would not be included under (A) program.

	MEN	WOMEN	TOTAL
A. Regular			
1. Academic			
a. Freshmen (less than 26 semester hours)	236	149	385
b. Sophomores (26 semester hours or more)	142	68	210
2. Technical	0	0	0
3. Vocational	0	0	0
B. Special			
4. Credit	0	0	0
5. Non-credit	0	0	0
C. Total Students Enrolled	378	217	595
6. Total number of students (regular and special) living within a college district. (Does not apply to private schools)	158	138	296
7. Total number of students living in adjacent county (in state) to the college district.	72	46	118
8. Total number of students (regular and special) living within the state but outside the college district and adjacent county.	73	23	96

	MEN	WOMEN	TOTAL
9. Total number of students (regular and special) living outside of the state. Name the states or countries. (Missouri, New York, Illinois, New Jersey, Maryland, Virginia, Florida Kentucky, Indiana, Japan	75	10	85
10. Total number of students (regular and special) living in school-owned housing.	0	0	0

6. FINANCE

THE FINANCIAL STRUCTURE FOR THE ESTABLISHMENT, MAINTENANCE, OPERATION AND FURTHER DEVELOPMENT OF JUNIOR COLLEGES SHOULD BE ADEQUATE TO GUARANTEE CONTINUITY OF PROGRAM. IT SHOULD PROVIDE FURTHER FOR THE CAREFUL OPERATION OF THE INSTITUTION AND FOR ITS FUTURE GROWTH AND DEVELOPMENT. AN ANNUAL AUDIT REPORT SHOULD BE MADE AVAILABLE.

EFFECTIVENESS OF THE INSTITUTION IS REFLECTED TO SOME EXTENT BY THE FINANCIAL SUPPORT AND THE CAMPUS ENROLLMENT. INADEQUATE FINANCE OR ENROLLMENTS OF LESS THAN TWO HUNDRED MAY BE REGARDED AS SUFFICIENT CAUSE FOR RE-EVALUATION OF THE INSTITUTION.

D. What are the yearly charges for:

1. Tuition: Resident - Semester Hour	$ 4.00
Non Resident - Semester Hour	$ 20.50
2. Registration Fee	$ None
3. Activity Fee	$ 40.00 1 yr.
4. Book Rental	$ 20.00 1 yr.
5. Annual	$ 5.00 Optiona

*7. Board per year . . . Minimum $378.00 Maximum $ 605.00
*8. Room per year . . . Minimum $135.00 Maximum $ 270.00

* Estimated private housing

	Low	Typical	High
E. What is the student's approximate total yearly expense in addition to room and board? (Include books)	$180.00	$350.00	$600.00

F. How much did you receive in gifts and donations during the college year 1967-1968? $500.00

G. Endowments for last fiscal year. $ 0

H. EXPENDITURES (Budgeted 1968-1969)

1. General Control (Administration)	$ 41,000.00
2. Instruction	$212,979.77
3. Library * (Not including salary)	$ 15,000.00
4. Auxiliary Agencies (Health Services, Dining Room, Laundry, Etc.)	$ 0
*Federal Aid - Title II Library $6337	
Total	$268,979.77
5. Maintenance of Plant	$ 26,500.00
6. Operation of Plant	$ 40,400.00
7. Fixed Charges (Rent, Insurance, Taxes, Etc.)	$ 12,060.00
Total Operating Expenses	$347,939.77
8. Debt Service	$ 64,010.00
9. Capital Outlay	$ 21,381.96
Total Expense	$433,331.73
10. Operating income per F.T.E. student (yearly income divided by number of F.T.E. students)	$ 681.00
11. Operating expenditure per F.T.E. student (total operating expense divided by number of F.T.E. students) ($347,939.77÷511)	$ 681.00

I. Tax levy (Describe)

General - 3.181 mills
Social Security - .349 mills
Special Building - .908 mills
Area Vocational - .908 mills
Bonds and interest - 1.938 mills
Total - 7.234 mills

EVALUATION

RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
17. The enrollment indicates that the junior college is adequately meeting the educational needs of the community.										X		
18. The enrollment is large enough so that the announced philosophy and purposes can be carried out effectively.										X		

EVALUATION RATING

ITEM	N	O	1	2	3	4	5	6	7	8	9	10
19. The history of the college provides evidence of stability for continuous operation.												X
20. The business officer is directly responsible to the chief administrator of the college.												X
21. Financial accounting and records are complete, accurate, and readily accessible.											X	
22. All funds are fully safeguarded.											X	
23. Income from all sources is sufficient to operate the college effectively.										X		

7. PHYSICAL FACILITIES

CLASSROOMS, LABORATORIES, OFFICES AND SPECIAL SERVICE AREAS SHOULD PROVIDE HEALTHFUL SURROUNDINGS, SPACE, LIGHT, EQUIPMENT, SUPPLIES AND OTHER GENERAL FACTORS TO ENABLE THE SCHOOL TO EFFECTIVELY CARRY OUT ITS STATED PURPOSES. THE CAMPUS SHOULD EFFECTIVELY ACCOMMODATE ALL PRESENT AND ANTICIPATED PROGRAMS.

Information Requested: (Exhibit IV-6)

A. Make a brief statement concerning the campus and each of the buildings.

The Fort Scott Community College is located on the East side of a 132 acre tract of land which lies on the Southwest corner of Fort Scott, Kansas. The present campus is composed of three permanent buildings which were completed in November, 1967. The total of square feet is 51,349. Adequate hard-surfaced parking is available for students, faculty and guests.

The three buildings comprise four units; A, B, C and D. he main building comprises units A and B. Unit A comprises three science laboratories, lecture areas, all-purpose classrooms, teacher lounge, private staff offices, plus special equipped classrooms, for the business, language, and administrative departments. Adequate restroom facilities for students and faculty are a part of this unit. Unit A has a net total of 22,528 square feet.

A 2,758 square foot commons area connects unit A with unit B. Unit B is comprised of a 2,828 square foot student union area, 2,482 square foot library, 7,189 square foot unfinished area for future expansion on the second level. Also in this area are the book store, snack bar, and storage room plus restroom facilities.

Unit C, adjacent to unit A but under separate roof, houses the power plant and mechanical room plus storage space. The 1,509 square foot storage room on the second floor serves as a music room. This unit has a net total of 4,132 square feet.

Unit D is the vocational unit. The first floor provides 3,312 square feet of vocational shop area adequately equipped to meet present demands. Included in the floor plan are adequate toilet and shower, dressing, drafting classroom, tool storage and office facilities. The second floor of this unit is being used as temporary athletic facilities.

B. Describe each laboratory in regard to its adequacy in relation to its purposes, equipment, supplies, capacity, etc.

The biology laboratory is a 1,076 square foot room with adequate working areas for 32 students plus storage room and office. Shortage of equipment is a factor of concern in this department; however, steps are being taken to correct this situation. Several pieces of equipment have been ordered for some time and will be put to use as soon as they arrive. The one storage room is inadequately equipped with shelves, but plans are to correct this inadequacy. This laboratory is used by the three biological sciences, general botany, zoology and physiology and anatomy. Approximately 105 students use this laboratory.

The chemistry laboratory is a 1,287 square foot unit adequately equipped to accommodate 24 students in a class with future expansion room to accommodate 32 students. The laboratory is equipped with emergency shower area, private office, preparation room and storage. This laboratory serves approximately 60 students and classes of inorganic chemistry, elementary quantitative analysis, and inorganic chemistry. Presently, a vestibule connects the chemistry laboratory with the physics laboratory which is equipped to accommodate 16 students with possible expansion for 24 students. This laboratory is equipped with private office, storage and weight room.

The language laboratory, which contains a teacher's console, eighteen student booths that do not contain individual recorders, and three booths that do contain recorders, was installed this year. The console is capable of producing four separate programs at one time with facilities available to expand the production to three more programs making a total of seven. The laboratory is presently used by six Spanish students, eight business students, thirty-five music appreciation students, and five students in a study skills class. Presently, the laboratory is open twenty hours a week for students to use independently in their vaious studies. Attempts are also being made to collect a library of taped material that may be used for all courses.

C. Are classrooms, special service rooms, and offices adequate? Describe briefly.

The all-purpose rooms are adequate in size and are adequately equipped. The student union location adjacent to the library has not proved to be satisfactory due to a portable partition; however, plans are to replace the portable wall with a permanent, sound proof construction. Study carrels and group study rooms would greatly enhance the effectiveness of the library area. There is also a need for a preparation and work room for the librarians. The art, music and athletic facilities are totally inadequate but can be used effectively as temporary facilities.

EVALUATION

RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
24. The campus and recreational facilities are adequate to meet the needs of students enrolled.										X		
25. Buildings are of reasonably permanent construction, kept in good repair, clean and sanitary *in every respect*.												X
26. The physical plant is adequate in size for the students enrolled and is well arranged to meet the stated purposes of the college.										X		
27. Science laboratories are fully equipped for courses offered, attractive, well lighted and ventilated, adequate in size and reasonably modern.										X		
28. Classrooms are adequate in size, well-lighted and ventilated, fully and attractively decorated and equipped.												X
29. Fine arts studies and practice rooms are functional in meeting instructional needs.						X						

EVALUATION RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
30. Vocational-technical shops and laboratories are functional in meeting instructional needs.											X	
31. Facilities for business courses are functional in meeting instructional needs.										X		
32. Administrative, business, faculty and service offices and rooms are conveniently located for accessibility to students, the public and faculty.												X
33. Annual appropriations for new equipment and teaching materials are adequate to meet the needs of good instruction in all courses requiring experimentation and practice.										X		

8. RELATIONSHIP TO INSTRUCTION

IT IS AN ADMINISTRATIVE RESPONSIBILITY TO ORGANIZE A SCHOOL FOR EFFECTIVE INSTRUCTION. THE PERSONNEL IN ADMINISTRATION MUST FUNCTION AS LEADERS IN THE IMPROVEMENT OF INSTRUCTION.

RELATIONSHIP OF ADMINISTRATION TO INSTRUCTION

The administrators are interested in very effective instruction and take the lead by planning a series of instructional meetings presented by well informed individuals throughout the geographical area on current educational trends and happenings. Both candidates for the State Board of Education appeared on the same program; an insurance expert discusses KSTA, NEA and other insurance programs; plans have been completed to bring outstanding Kansas educators before the teachers.

An agreement has been reached with Kansas State College of Pittsburg for Fort Scott Community College to enter into a program for the training of prospective junior college teachers. The administrators feel this program can be and will be an aid toward the goal of effective instruction by our faculty. Workshops planned by the administrators have been held for several weeks dealing with the State Evaluation of our college.

The Dean of the College requires a course of study for each course taught. He holds conferences with each teacher relative to subject matter taught, methods of teaching and evaluation of the students' academic progress. Copies of each course of study are then placed on file in the college library. The administrators annually evaluate faculty instruction. This is done through student evaluation of each instructor and the Dean's conferences with individual teachers.

9. RELATIONSHIP TO STUDENT PERSONNEL

IT IS THE RESPONSIBILITY OF THE ADMINISTRATION TO SELECT PERSONNEL AND SUPERVISE THE DEVELOPMENT AND OPERATION OF AN EFFECTIVE COUNSELING PROGRAM. THE ADMINISTRATION MUST BE ABLE TO WORK WITH COUNSELORS IN EXPEDITING NEEDED CHANGES.

RELATIONSHIP OF ADMINISTRATION TO STUDENT PERSONNEL

The administration selects qualified personnel and works closely with the counselor in developing and operating an effective counseling program. The counselor devotes two-thirds of his time to the counseling program.

Instructors work with the counselor and serve as advisors to an assigned group of students in helping them plan their semester schedules and aid the students in many ways.

EVALUATION

ITEM	RATING										
	N	1	2	3	4	5	6	7	8	9	10
34. The administrative personnel functions as leaders in the improvement of instruction.										X	
35. The administration provides leadership and works directly with the personnel in the development and operation of an effective counseling program.									X		

10. RELATIONSHIP TO COMMUNITY

THE ADMINISTRATIVE OFFICERS OF A JUNIOR COLLEGE ARE RESPONSIBLE FOR THE PUBLIC RELATIONS PROGRAM. THEIR PERSONALITY, ATTITUDE, WORK AND CONTACTS IN THE COLLEGE AND IN THE COMMUNITY DETERMINE THE MORAL TONE OF THE INSTITUTION. EVERY REASONABLE EFFORT SHOULD BE MADE TO KEEP THE PUBLIC INFORMED ABOUT THE COLLEGE PROGRAM.

Information Requested: (Exhibit IV-7)

Public Relations

1. Outline methods used to interpret the institution to segments of the community.

The following methods and activites are used throughout the year to interpret the college to the community:

A. News released to the _Fort Scott Tribune_ with excellent coverage.

B. College column printed weekly in the _Tribune_.

C. Annual T.V. programs (Channel 7) by the music department.

D. College newspaper (to begin in fall of 1969).

E. The _Greyhound_ (yearbook).

F. Brochures (planned for the college's 50th anniversary and for the vocational technical offerings beginning in the fall of 1969).

G. Speeches given by faculty members to the various civic, religious and educational clubs in the community.

H. Weekly radio program (KMDO) 25 minutes.

I. Music groups: the chorus, the Troubadours and stage band perform at least 24 times a year.

J. Music department conducts three one day tours to surrounding high schools including the local high school.

K. Two music concerts each semester.

L. Faculty members hold membership and are active in civic clubs and other community organizations.

M. Newspaper ads.

N. Agenda and results of monthly Board of Trustees meetings released immediately to newspaper and radio.

O. College catalog.

P. A very Active Assembly Committee chaired by a faculty member who with the assistance of 18 students plan a year's program of outstanding assemblies focused upon the Fine Arts, the Liberal Arts and Science. These attractions are open to the community.

Q. A series of movies sponsored by the Assembly Committee for the student body as well as the community.

R. Special days as "Separation Day", December 7.

S. A well organized sports and athletic program: Football games, basketball games, track meets rodeo activities and intramural games.

T. College Work Study Program: Some students work for city and county offices.

U. Students who work part-time in community firms such as Western Insurance Companies. (Excellent public relations).

V. Scholarship program involving civic organizations.

W. Director of Guidance visits high school seniors within a 50-mile radius.

X. Director of Guidance and Director of Admissions visit high school counselors within a 50-mile radius.

Y. College conference days.

Z. Membership in the Chamber of Commerce (projected in the near future as service orientated for a better tie in between the community and the college.

AA. Student Council activities involving the community.

2. Submit scrapbook, tape recordings, pictures, slides, movies, etc., that will give tangible evidence of your public relations program.

3. Do you employ a field representative? Yes____ No__X__

4. Do you pay fees to agencies or individuals for obtaining enrollments? Yes____ No__X__

5. What was the amount spent for promotional activities during the last college year? $1509.86

11. PERMANENT RECORDS

RECORDS OF A PERMANENT NATURE, SUCH AS ACADEMIC PERSONAL AND HEALTH RECORDS SHOULD BE SYSTEMATICALLY KEPT AND ADEQUATELY PROTECTED AGAINST ALTERATION, LOSS OR DAMAGE.

IT IS THE DUTY OF THE REGISTRAR TO MAINTAIN RECORDS OF ADMISSION, MATRICULATION, ATTENDANCE, ACADEMIC PROGRESS, EXTRA-CLASS ACTIVITIES AND OTHER ESSENTIAL INFORMATION. ALL RECORDS SHOULD HAVE MEANING, NOT ONLY TO STAFF MEMBERS, BUT ALSO TO STUDENTS.

PERMANENT RECORDS

There is a cumulative record kept for each student. This cummulative record shows: a drop-out and re-entry record, results of intelligence tests and achievement tests, cummulative grade point averages and personal data. All records are protected against alteration, loss or damage in a fire-proof vault.

The Registrar keeps records of admissions and attendance. Personal files also contain high school transcripts and all transcripts from colleges previously attended by the student. These records are kept under lock and key; however, they are readily available to the counselor and any member of the faculty.

RECORDS OF SIGNIFICANT INFORMATION ABOUT EACH FACULTY MEMBER SHALL BE KEPT. SUCH RECORDS, IN ADDITION TO TRANSCRIPTS, SHOULD CONTAIN THE TEACHER'S ENTIRE EMPLOYMENT RECORD, INDIVIDUAL ACHIEVEMENTS, AND EVIDENCE OF PROFESSIONAL QUALIFICATIONS, GROWTH AND STUDY.

Transcripts for each faculty member are on file in the President's office; they are readily available for the Dean's use. There is also a record of additional college work earned and of summer workshops and conferences submitted by faculty members. Credentials of recent employees are also kept on file.

RECORDS OF ALL JUNIOR COLLEGE FINANCES SHALL BE KEPT SO AS TO READILY YIELD ANY NECESSARY INFORMATION. ALL FUNDS SHALL BE PROPERLY SAFEGUARDED AND ACCOUNTS SHALL BE REVIEWED ANNUALLY.

Each organization treasurer keeps a record book which is checked periodically against the records of the school treasurer. All laboratory fees and activity fees are collected at the time of matriculation and are paid to the school treasurer. Funds for all extra-curricular activities and all purchases for school functions are handled through the school treasurer who is an authorized, bonded school employee whose accounts are audited annually. The auditing company is Diehl-Fletcher-Banwart of Fort Scott. College finances are maintained and are readily available as well as audited annually. Monthly accounting records are presented at each Board of Trustees meeting. Securities of deposits are provided for all balances. The Treasurer and Business Manager are bonded.

12. COLLEGE CATALOG

THE CATALOG SHALL BEAR THE OFFICIAL, LEGAL NAME OF THE COLLEGE. THE PURPOSE OF THE INSTITUTION SHOULD BE CLEARLY AND BRIEFLY STATED. AN ACCURATE STATEMENT OF THE ACCREDITATION OF THE INSTITUTION SHALL BE INCLUDED. THE CALENDAR OF MAJOR EVENTS SHOULD BE PUBLISHED IN THE SCHOOL CATALOG. CONDITIONS AND PROCEDURES GOVERNING ADMISSION TO THE COLLEGE SHALL BE CLEARLY SET FORTH. THE CATALOG SHOULD CONTAIN INFORMATION CONCERNING ENROLLMENT, MATRICULATION AND GRADUATION: AN ACCURATE DESCRIPTION OF CURRICULUM OFFERINGS: COURSES OFFERED ON ALTERNATE YEARS OR IRREGULARLY SHOULD BE IDENTIFIED. A ROSTER OF THE PERSONNEL OF THE INSTITUTION SHOULD INCLUDE THE DEGREES HELD AND THE INSTITUTION BY WHICH THE DEGREES WERE GRANTED.

EVALUATION	RATING										
ITEM	N	0	1	2	3	4	5	6	7	8	9	10
36. The administrative officers of the junior college maintain a public relations program in the community.								X				
37. Permanent academic, personnel, health activity and other records are systematically filed and protected against loss or alteration.											X	
38. The registrar keeps complete records of admission, enrollment, attendance, grades, scholarships, transfers, transcripts, graduates and other essential data in accordance with standard practices for professional registrars.										X		
39. Individual records are kept for each instructor and staff member to show years of service, promotions, salary, professional study and growth, noteworthy achievements and other pertinent data.									X			
40. The college catalog is up to date and presents a true offering of the college.											X	

V. STUDENT PERSONNEL SERVICES

This schedule should point to the necessity of integrating the total program of the college. Interpretation of testing, counseling and other guidance services should be reflected in the program of instruction. The college's statement should be clear regarding entrance requirements and graduation. Use of standard tests to insure reasonable success of the student in certain college or university parallel curricula should be indicated.

1. ADMISSIONS

GRADUATION FROM AN ACCREDITED HIGH SCHOOL OR ITS EQUIVALENT SHOULD BE THE BASIS FOR ADMISSION TO A JUNIOR COLLEGE. IN ADDITION, HIGH SCHOOL STUDENTS WHO HAVE COMPLETED FIFTEEN UNITS OF CREDITS MAY, UPON RECOMMENDATION OF THEIR PRINCIPAL, BE ADMITTED AS JUNIOR COLLEGE STUDENTS. ADULTS AND OUT-OF-SCHOOL YOUTH, NOT CANDIDATES FOR THE ASSOCIATE DEGREE, MAY BE ADMITTED TO SPECIAL CLASSES. ADULTS OR PERSONS BEYOND NORMAL HIGH SCHOOL AGE WHO ARE NOT HIGH SCHOOL GRADUATES AND WHO PRESENT EVIDENCE OF ABILITY TO PROFIT FROM THE INSTRUCTION IN CLASSES IN WHICH THEY WISH TO ENROLL MAY BE ADMITTED TO SUCH CLASSES AND MAY BE ADMITTED TO CANDIDACY FOR THE ASSOCIATE DEGREE.

ADMISSIONS

Any person who has been graduated from an accredited high school or has fifteen acceptable units, including the courses required by the State Department of Education of the state in which the person attended high school, entitles him to register as a freshman in the Fort Scott Community College. The Kansas State requirements are:

1. Four units of language arts of which three units must be composition and literature.
2. Two units of social studies which shall include one unit of American History and one-half unit of government.
3. One unit of science as a laboratory course or three units of vocational home economics or vocational agriculture.
4. One unit of mathematics.
5. One unit of health and physical education.

High school seniors who need to carry only part-time work to graduate may enroll in a college class during their last year with special permission of the Dean.

Persons who are 21 years of age and over, who do not meet the admission requirements above and can profit from college courses, may be entered as special students. Such students will not be candidates for graduation.

Students who have not been graduated from an accredited high school may be admitted as regular students upon satisfactory completion of a special examination administered by the college.

Students will be admitted as regular students who have not graduated from high school but who can present a Certificate of Academic Achievement, indicating satisfactory completion of the General Education Development test administered by the State of Kansas. Students must make arrangements through the State Department of Education to sit for these examinations. Necessary forms needed to make application to sit for these examinations may be secured from the Admissions Office.

All students must complete and present to the Registrar (1) an "Application for Admission" (2) an official copy of his high school transcript (3) an official copy of transcripts of all colleges attended. A student is not officially enrolled until he has complied with the above, nor will be receiving credit for any work completed at Fort Scott Community College.

No student will be accepted who has been dismissed from any school for dishonorable or disciplinary reasons. Any student who has been refused reinstatement at another college due to grades may be admitted on academic probation upon recommendation of the Admissions Committee. Petitions for Admission on Probation may be secured at the Admissions Office.

All entering freshmen and transfer students must present scores on the American College Test (ACT). The student should sit for this test during his senior year in high school. If a student does not present scores on the ACT, he is not officially enrolled until he completes his test. The Fort Scott Community College Registrar should be contacted so arrangements can be made to sit for this test. The fee for the test is $4.50.

2. VALIDATION

CREDIT SHALL BE ACCEPTED AT FULL VALUE FROM HIGH SCHOOLS OR COLLEGES ACCREDITED BY THEIR RESPECTIVE STATE DEPARTMENTS OF PUBLIC INSTRUCTION OR BY THE REGIONAL ACCREDITING ASSOCIATION IN WHICH THE HIGH SCHOOL OR COLLEGE FROM WHICH TRANSFER IS BEING MADE IS LOCATED. CREDIT MAY BE EVALUATED IN TERMS OF THEIR APPLICABILITY IN MEETING JUNIOR COLLEGE GRADUATION REQUIREMENTS.

CREDITS FROM NON-ACCREDITED HIGH SCHOOLS OR COLLEGES MAY BE VALIDATED BY EXAMINATION AND SUCCESSFUL COMPLETION OF AT LEAST FIFTEEN SEMESTER HOURS OF JUNIOR COLLEGE CREDIT.

PROBATIONARY STATUS OF NON-HIGH SCHOOL GRADUATES MAY BE REMOVED UPON SATISFACTORY COMPLETION OF THIRTY SEMESTER HOURS OF JUNIOR COLLEGE CREDIT.

VALIDATION

Students who have not been graduated from an accredited high school may be admitted as regular students upon satisfactory completion of a special examination administered by the college.

Students will also be considered for entrance who have successfully completed the GED test.

3. ADVANCED STANDING

ADVANCED STANDING MAY BE GRANTED ON THE BASIS OF PLANS INDICATED IN ADMISSION AND VALIDATION REQUIREMENTS AS PREVIOUSLY STATED, AND IN ADDITION BY SPECIAL EXAMINATION. SPECIAL EXAMINATIONS ADMINISTERED FOR ADVANCED STANDING SHALL BE SUBJECT TO REVIEW BY THE STATE AUTHORITY.

THE RECORD MADE ON SUCH SPECIAL EXAMINATIONS SHALL BECOME A PERMANENT PART OF THE REGULAR ACADEMIC RECORD OF THE STUDENT.

ADVANCED STANDING

We do not have a program of this sort. We believe that a student wanting special credit should apply for this credit at the four year institute where he plans to attend. Our reason for this position is that four year institutions have different standards for special credits.

4. CREDIT

ONE SEMESTER HOUR CREDIT MAY BE RECORDED WHEN THE STUDENT HAS MADE SATISFACTORY PROGRESS IN CLASS SESSIONS AT LEAST FIFTY MINUTES IN LENGTH DURING A SEMESTER OF 18 WEEKS OR EQUIVALENT CLOCK HOURS (TOTAL OF 900 MINUTES). LABORATORY PERIODS SHALL BE AT LEAST 90 MINUTES IN LENGTH FOR 18 WEEKS OR EQUIVALENT CLOCK HOURS (TOTAL OF 1,350 MINUTES) FOR A SEMESTER HOUR OF CREDIT. REGISTRATION AND EXAMINATION TIME MAY BE INCLUDED AS PART OF THE TOTAL TIME.

CREDIT

One semester hour credit is recorded when a student has made satisfactory progress in class sessions fifty-five minutes in length during an eighteen week semester. Laboratory periods are two hours in length. Thus, as an example, a five hour credit course would meet for three one-hour lecture periods per week and two two-hour laboratory periods per week.

Each hour credit is valued in grade points as follows: A, four points; B, three points; C, two points; D, one point; and F, no points. 120 grade points are required for graduation.

5. STUDENT LOAD

THE MAXIMUM AMOUNT OF COLLEGE WORK CARRIED BY ANY STUDENT DURING A SEMESTER SHOULD BE ADJUSTED TO INDIVIDUAL NEEDS AND CIRCUMSTANCES. FIFTEEN SEMESTER HOURS IS CONSIDERED THE NORMAL LOAD. PERMISSION TO CARRY MORE THAN SIXTEEN HOURS SHOULD BE GRANTED BY A FACULTY COMMITTEE ON THE BASIS OF THE STUDENT'S DEMONSTRATED MERIT AND ABILITY. EXCEPT IN RARE INSTANCES, THE LOAD SHOULD NOT EXCEED EIGHTEEN SEMESTER HOURS.

STUDENT LOAD

For the first semester a student shall not enroll in more than sixteen hours. Beginning the second semester, an additional hour may be carried for each one-half grade point above the total grade point average of 2.0. Permission to enroll in additional hours must be approved by the Academic Dean.

Eighteen semester hours is the maximum any student may carry in any semester. It is also suggested that a student reduce his class load one semester hour for each five hours of work per week.

6. GRADUATION REQUIREMENTS

JUNIOR COLLEGES MAY AWARD THE ASSOCIATE DEGREE RECOGNIZED BY THE STATE AUTHORITY TO STUDENTS WHO HAVE SATISFACTORILY COMPLETED COLLEGE AND UNIVERSITY PARALLEL CURRICULA OF SIXTY OR MORE SEMESTER HOURS AND TO STUDENTS WHO HAVE SATISFACTORILY COMPLETED PROGRAMS IN TWO-YEAR OCCUPATIONAL OR GENERAL CURRICULA AND HAVE ALSO MET ANY OTHER REQUIREMENTS ESTABLISHED FOR GRADUATION. ALL CANDIDATES FOR GRADUATION MUST MEET THE REQUIREMENTS ESTABLISHED BY THE JUNIOR COLLEGE. IN ACCEPTANCE OF THE SIXTY HOURS FOR FULFILLMENT OF GRADUATION REQUIREMENTS, THERE MUST BE DEFINITE ADHERENCE TO QUALITATIVE STANDARDS.

CERTIFICATES OF COMPLETION OF STUDIES MAY BE AWARDED TO STUDENTS WHO HAVE COMPLETED ESTABLISHED PROGRAMS BUT WHO HAVE NOT MET THE REQUIREMENTS FOR THE ASSOCIATE DEGREE.

CERTIFICATES OF PROFICIENCY MAY BE AWARDED TO STUDENTS WHO HAVE COMPLETED SPECIALIZED VOCATIONAL AND SEMI-PROFESSIONAL CURRICULA WHO DO NOT MEET ALL THE REQUIREMENTS FOR THE ASSOCIATE DEGREE.

REQUIREMENTS FOR GRADUATION

1. A student must have completed sixty hours of credit and earned one hundred and twenty grade points.

2. All candidates for graduation from Fort Scott Community College are required to take the following subjects:

FRESHMAN YEAR		SOPHOMORE YEAR	
1. Freshman English 101, 102	6 hrs.	1. One history course.....	3 hrs.
2. Speech 141..............	3 hrs.	2. One course in Econ. Sociology, or Pol.Sci..	3 hrs.
3. Gen. Psychology 201.......	3 hrs.	3. One course in Lit......	3 hrs.
4. Electives................	21 hrs.	4. Electives..............	22 hrs.

Thirty hours must be in residence. Twelve of the last eighteen hours must be in residence.

7. ORIENTATION

PROVISION SHALL BE MADE FOR ORIENTING THE NEW STUDENT TO THE JUNIOR COLLEGE ENVIRONMENT INCLUDING THE CAMPUS, OTHER PHYSICAL FACTORS, THE EDUCATIONAL PROGRAMS OFFERED, AND COMMUNITY RESOURCES. THE FACULTY SHOULD BECOME ACQUAINTED WITH THE INDIVIDUAL STUDENT, HIS ABILITIES, APTITUDES, ACHIEVEMENTS AND PERSONALITY.

ORIENTATION

Our orientation program is in the planning stage; however, the need for such a program is great. The plans are to introduce the students to the school, to meet with teachers, and also to begin to know each other. It is necessary to give the students some information on such things as: financial aids, study skills, and community resources.

8. COUNSELING

THE COUNSELING PROGRAMS SHOULD BE COMPREHENSIVE AND INCLUDE EDUCATIONAL, VOCATIONAL, AND PERSONAL COUNSELING. THE INDIVIDUAL COUNSELING, GROUP GUIDANCE, AND TESTING PROCEDURES SHOULD ALL BE AN ORGANIZED AND A RELATED PART OF THE JUNIOR COLLEGE PROGRAM.

GUIDANCE AND COUNSELING SERVICES

It is the goal of the Fort Scott Community College guidance department to assist all students who seek help whether their problems are educational, vocational, or personal in nature. A student may seek help personally or his teacher may send him for assistance. The office functions to help students who are uncertain about their academic and vocational plans, who are having difficulty in working out effective study habits, and who are not receiving personal and social satisfaction from their college experience.

A student who finds it hard to choose a career may take tests that measure his abilities and determine the nature of his interests and his personality characteristics. He may discuss the meaning of his test results with a counselor who is especially trained for this work. The objectives of this office are to help the student understand himself and to make intelligent choices with reference to the next steps confronting him.

Vocational guidance is a major service of the counseling department. Even before enrolling a prospective student is encouraged to visit the counselor to get help in deciding on a curriculum. We have a Vocational Directory which will give the student an opportunity to talk to people who are in the certain vocation in which the student has interest.

Once a student is attending classes, he may find that he is making unsatisfactory progress due to such problems as motivation, poor study habits, or other personal problems. An interview with a counselor may be helpful in indicating the source of difficulty.

Problems may range from those common to all young adults to those of severe emotional difficulties.

9. HOUSING

HOUSING FOR JUNIOR COLLEGE STUDENTS NOT LIVING AT HOME MAY BE PROVIDED IN DORMITORIES OR ROOMS IN HOMES OF THE COMMUNITY. STUDENTS SHALL BE HOUSED ONLY IN HOMES APPROVED BY THE COLLEGE.

SUPERVISION OF THE HOUSING PROGRAMS SHOULD BE PROVIDED BY THE COLLEGE. PLANS FOR STUDENT PARTICIPATION WHICH CREATE A WHOLESOME ATMOSPHERE, DEVELOP STUDENT INITIATIVE AND WHICH AFFORD THE OPPORTUNITY FOR STUDENT-CENTERED GOVERNMENT IN THE HOUSING PROGRAM SHOULD BE PROVIDED.

STUDENT HOUSING

1. Unmarried students (not commuting from home) must live in housing approved by the college.

2. A student must gain approval prior to moving to a new location.

3. No member of the opposite sex (student or non-student) may be entertained in the apartments or rooms.

4. No drinking will be permitted in the apartments or rooms and any problems in the apartments due to drinking will bring disciplinary action.

5. Students living in apartments and rooms will not turn the housing facilities over to other people for party purposes.

6. Any action, any place, any time which brings discredit upon the school may bring disciplinary action.

7. The President of the college, working with the other administrators of the college, may dismiss any student from the college for violation of these regulations. Any appeals on his decisions will be made to the Board of Trustees.

10. SCHOLARSHIPS

SCHOLARSHIPS, GRANTS-IN-AID AND STUDENT LOANS, WHEN AVAILABLE, SHOULD BE DISTRIBUTED IMPARTIALLY TO STUDENTS. THE DISTRIBUTION SHOULD BE BASED ON SCHOLARSHIP AND NEED. A PUBLIC STATEMENT ON STUDENT AIDS SHOULD BE PRINTED AND CIRCULATED. ALL GRANTS, AIDS, OR SCHOLARSHIPS SHALL BE UNDER THE SUPERVISION OF THE ADMINISTRATION OF THE SCHOOL.

SCHOLARSHIPS

Academic

Forty academic scholarships are offered by the Board of Trustees. Four of these are designated as Valedictorian Scholarships and are available to the graduates with the highest academic ratings of the Fort Scott and Uniontown high schools. Thirty six other academic scholarships are offered to students from Bourbon County. Selection is based on academic excellence and talent in a special field. These scholarships are renewable, providing a student maintains a class load of 14 hours and a grade average of B. In addition to the above scholarships, the Board makes available five scholarships in music to interested students. These recipients must participate in the music program of the college.

Several scholarships are available from other sources. The Goodlander Home Board offers ten scholarships plus one grant-in-aid; the Chesney scholarships total three. The Fort Scott U-234 Teachers' Association offers a scholarship as does the Business and Professional Women's Club of the area.

Other scholarships are available but are not necessarily offered every year. These include: Rotary Club, 2; Elks Club, 1; Bourbon County Mental Health, 2; The Fort Scott Club of Kansas City, Missouri; The Mary Moore Branch Music Scholarship; and the Kiwanis and Lions clubs, 1 each.

A Scholarship Committee, chairmanned by Miss Keitha Bohlander, selects and administers the scholarship program.

Athletic

Forty-five athletic scholarships are authorized by the Board of Trustees. Thirty of these scholarships are granted to participants in football; ten to participants in basketball; and five in track. Recipients of these scholarships must be residents of Bourbon County.

Scholarships cover tuition and are granted only to full-time students enrolled in at least 12 hours of college work each semester.

STUDENT LOANS

Student loans are available from Chapter C A, P.E.O. (available after one semester's work), The Fort Scott Branch of the American Association of University Women, Rotary Ann Club, Rotary Club, Charles Future Teachers Association, and the United Student Aid Funds.

Applications for these loans may be made to the Registrar or to the president of the organization.

WORK STUDY

The college participates in the Work Study Program. At present, 25 students work a maximum of fifteen hours per week in the program. Types of work include custodial duties, secretarial assistants, and work with the city recreational department.

11. HEALTH

THE JUNIOR COLLEGE SHALL PROVIDE PHYSICAL FACILITIES AND WELL-PLANNED PROGRAMS OF HEALTH EDUCATION AND SERVICES FOR ALL ITS STUDENTS. THESE FACILITIES SHALL PROVIDE A HEALTHFUL ENVIRONMENT, OPPORTUNITIES FOR PHYSICAL EXAMINATION AND CLINICAL SERVICES FOR ALL STUDENTS AND FACULTY.

THE COLLEGE SHOULD OFFER COURSES AND EXPERIENCE WHICH WILL DEVELOP KNOWLEDGE, SKILLS, ATTITUDES AND IDEAS NECESSARY TO MEET THE PRESENT AND FUTURE MENTAL AND PHYSICAL HEALTH NEEDS OF EVERY INDIVIDUAL. IN ORDER TO ENCOURAGE AND PRESERVE HYGIENIC PRACTICES, THE PHYSICAL FACILITIES SHOULD MEET HIGH STANDARDS OF SANITATION, AND ALL NECESSARY STEPS SHOULD BE APPLIED TO MAINTAIN A HEALTHFUL ENVIRONMENT FOR STUDENTS.

HEALTH

Our health services program for the student is unsatisfactory. The college does not offer a health program. No one staff member is designated to handle first aid emergencies nor is an area set aside for such emergencies.

Physical examinations are not required of the students unless that student participates in the athletic program. A team physician is retained to diagnose and treat athletic injuries.

There is no nurse or health clinic on campus but students may avail themselves of medical services in the community. A voluntary health insurance is offered to the students at enrollment.

Since the college building was completed only last year, it contains adequate safety features and sanitation facilities. For example, the chemistry laboratory is equipped with many safety devices including the safety shower. The college does not have a physical education facility (the gym is leased from District U-234 for basketball); however, the gym has adequate sanitation, health, and safety features. There are no physical education courses offered. Courses available include play theory, problems of intramural sports and personal and community health. This fall, a limited intramural program was inaugurated.

12. PLACEMENT

THE COLLEGE SHOULD ASSUME RESPONSIBILITY IN ASSISTING STUDENTS TO FIND SUITABLE EMPLOYMENT WHICH WILL CONTRIBUTE TO THEIR EDUCATIONAL AND VOCATIONAL OBJECTIVE.

EMPLOYMENT SERVICES FOR GRADUATES AND THOSE WHO HAVE DROPPED OUT OF SCHOOL SHOULD BE MAINTAINED. THESE SERVICES ARE ALSO ESSENTIAL AS A MEANS OF KEEPING IN TOUCH WITH GRADUATES AND DROPOUTS.

PLACEMENT

Our limited placement program at this time is handled by the Dean and Counselor. However, next year, we hope to add a faculty member in the area of Distributive Education and one of his duties will be to work with students in job placement.

13. FOLLOW-UP

CONTINUOUS AND PERIODIC FOLLOW-UP OF GRADUATES AND DROPOUTS IS A FUNCTION OF THE JUNIOR COLLEGE. STUDENTS, WHILE IN COLLEGE, SHOULD BE INFORMED OF THE IMPORTANCE OF KEEPING IN CONTACT WITH THE COLLEGE AFTER GRADUATION. AS A PART OF THE GUIDANCE FUNCTION, STUDENTS SHOULD BE INFORMED ABOUT THE STUDIES THAT HAVE BEEN MADE OF FORMER GRADUATES.

STUDENT RECORDS SHOULD BE MADE AVAILABLE TO STUDENT ADVISORS. THESE RECORDS SHOULD INCLUDE TEST PROFILES, PERSONAL DATA QUESTIONNAIRES, INTERVIEW SUMMARIES, AND WORK EXPERIENCE.

FOLLOW-UPS

The results of a follow-up study made on students who left following the first semester in 1967 are available in the guidance office. Also, we are a part of the American College Testing Research Program and from this research the faculty and administration gain an understanding of the kind of student at the college.

The counselor and administration are planning to do follow-ups of the graduating classes in the future. We realize there is a need in this area that we have not, until now, been able to meet. More follow-ups are needed.

Information Requested: (Exhibit V-1)

A. GUIDANCE PROGRAM

1. Describe the Guidance Program in terms of services offered, counselor responsibilities and guidance philosophy. Give a concise statement of the provisions made by your institution for determining the intellectual capacity and the vocational aptitudes of the student. Explain how data collected by the various testing programs is used in the advisement and guidance of the students.

2. Submit, or have available for use of the review committee, any recent studies made by the guidance service department, including follow-up studies of junior college graduates. Also indicate use made of the information collected.

GUIDANCE PROGRAM

The guidance program is aimed at making education more meaningful for each student. In order for education to be more meaningful, an emphasis is put on such things as educational and vocational planning and personal social adjustment. This program is a cooperative thing in that the entire faculty and administrative staff assists students in attaining these goals and objectives.

Each individual student can avail himself of the self appraisal made by the counselor. After the appraisal has been interpreted, there are available different kinds of job descriptions and college planning.

An information service consisting of an occupational library containing job descriptions and educational requirements for achieveing this goal is available. A file on four-year colleges gives financial estimates and academic requirements. In order to coordinate the curriculum of the student with the school the student is planning to attend, the student and the counselor contacts the school the student plans to attend; the student then takes the courses at the junior college which will meet the needs of the four-year college or university.

The counseling service of a part-time qualified counselor is available to all students who wish to gain better understanding of themselves in order that they may become more effective students, to make adjustments in solving personal problems, and to make meaningful vocational decisions.

A service that is offered through the counseling office is a study skills class. In this class, the student has the opportunity to work in groups and individually with a counselor. The objective of this course is to raise grade point averages.

The Director of Guidance, the Dean, and the Faculty handle student enrollment on an individual basis. The counselor and the members of the faculty work together with the students on planning vocational goals and a course of study. Each faculty member has approximately 30 students as his advisees with whom he meets, individually, to plan these objectives. A student may consult his advisor as many times as he feels the need. Various kinds of tests are used to determine interest, aptitude, and intellectual capacity. The American College Testing Scores are given to the advisors along with any other test records that would help the advisor and the student in formulating his plans.

The guidance program is designed to aid students in setting objectives by giving them a greater awareness of themselves so they can set more meaningful and realistic goals in their lives, and educate them in understanding of educationial and career opportunities and how they relate to these life objectives.

B. ACTIVITIES PROGRAM (Exhibit V-2)

1. Outline your program of extra-classroom activities.
2. Give a brief explanation of how you administer your extra-classroom activity program.
3. How is your activity program financed?

ACTIVITIES PROGRAM

Associated Women Students

Every woman student is a member of Associated Women Students that has for its purpose to unify the women students and allow them to speak and act as a body. Through the experiences offered by A.W.S., the college woman learns her future roll of leadership and responsibility in the community.

Collegiate Young Republicans

The Collegiate Young Republicans is a very active organization that provides the student body the means for getting practical political education and encourages participation in the activities of the Republican Party. Their meetings provide their members an opportunity to hear political speeches and discuss various issues.

Young Democrats

The Young Democrats' purpose is to interest young men and women in the problems of their government--national, state, and local; and to further the ideals of the Democratic Party. This organization provides a forum for students to study and discuss important economic and social issues, as well as an opportunity to participate in senior party affairs.

Student National Education Association

The Student National Education Association is the only professional organization on the school campus. The chapter received their charter under the name of Jessie Shillington on January 4, 1957. The purpose of this organization is to let the students understand the role of the teacher; therefore, it is open to all students interested in teaching.

Rodeo Club

The Fort Scott Community College sponsors the Rodeo Club for all persons interested in rodeo participation. This organization is affiliated with the NARA.

Greyhound News

The Greyhound News is the publication by students in the college journalism classes.

Radio

A radio program presented by college students can be heard weekly over KMDO, the local station.

College Annual

The Greyhound College Annual is offered at a cost of $5.00 per year.

Student Council

The Fort Scott Community College Student Council is composed of a president, two vice presidents, secretary-treasurer, plus representatives from the freshmen and sophomore classes. The president is elected in the spring and all other council members are elected at a general election in the fall.

A faculty advisor, appointed by the Dean, attends all council meetings, but has no vote. Eligibility rules established by the constitution and enforced by the faculty advisor govern all members of the Council during the entire school year.

The purpose of the Council is to represent the student body efficiently, to promote a closer relationship between faculty and students, and to provide adequate machinery for a successful student government.

Social Life

An all college picnic at the beginning of the year and a luncheon at the close of the year are two events the students look forward to. Two informal dances are held each year, one at Christmas and one at the close of the school year. These are in addition to the annual Homecoming Dance sponsored by the Student Council. These events are planned by a committee composed of faculty, sponsors and students.

ATHLETICS

Fort Scott Community College is a member of the Jayhawk Conference which sponsors an athletic program along with the other activities of the conference. The conference functions to develop a sound athletic program in all member schools.

In our athletic program in Fort Scott Community College, we strive to encourage clean and wholesome living with a well-rounded sport calendar, both from the standpoint of an athlete and also the student. We have had teams in past years that have made us proud by their being a part of our college.

We have a full program in football, basketball, and track. The Fort Scott Community College has available a modern stadium for football and track. The stadium has a seating capacity of 2,500. The home basketball games are played in the newly completed physical education building of District U-234. The seating capacity is 1,600.

Christian Youth On Campus

Christian Youth On Campus is a nondenominational student service organization. Activities of the organization include self-improvement projects, parties, and service to the school and community.

Pep Club

The purpose of the Pep Club is to foster interest in and support to the various athletic programs of the college. Anyone who wishes may join. Seven cheerleaders are elected by the student body.

Spanish Club

The Spanish Club is composed of those students interested in Hispanic and Spanish culture and language. The objective is to give the students more insight into the said cultures.

Some of the foregoing activities are financed by the $20.00 Activity Fee paid by each student per semester. This is broken down as follows: Student Union, $5.00; Scholarship Fund, $9.00; other activities, $6.00.

C. SCHOLARSHIPS (Exhibit V-3)

1. How many scholarships are subsidized by organizations outside of school? Explain the procedure in selecting the recipients.

   Twenty-five scholarships are subsidized by organizations outside the college. Of these, eighteen scholarships are granted by the College Scholarship Committee using the same procedure as is used in selecting the recipients of the Board of Trustees' Scholarships; i.e., application by the student with consideration given to the "B" academic average and financial need. The Scholarship Committee's recommendation for the civic scholarship is then approved by each organization.

The other recipients are selected by either members of scholarship committees within their own civic group who sometimes contact the Chairman of the College Scholarship Committee for information about scholarship regulations or by the music instructor who works with the College Scholarship Committee in the selection of prospective music students.

2. How many students are attending school this current year on some form of scholarship? *Men 37 *Women 44

*Includes Music (7) and Athletic (16) Scholarships.

D. STUDENT HEALTH (Exhibit V-4)

1. Outline the provisions which exist in your institution, first aid services, physical exams, safety devices, general sanitation, medical attention, nurse service, infirmary accomodations, and other precautionary measures to insure the physical health and care of the students.

2. Outline the provisions made for physical education.

3. Describe special provisions made for athletes.

(See V. STUDENT PERSONNEL SERVICES - NO. 11)

EVALUATION

RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
1. Entrance requirements are clearly stated and adhered to for all students.											X	
2. Admission of all students is under the authority of a designated officer or officers of the college.											X	
3. Data are secured by standard tests for ability, aptitude, interests and vocational preference.										X		
4. To what extent is transfer from other institutions of higher learning made only upon receipt of official transcripts.											x	
5. Conditions on which students may continue in the college are clearly stated and enforced.									x			
6. Requirements for graduation or for completion of studies in a curriculum are clearly defined and published.											x	
7. Practices regarding student load conform to the adopted standards.											x	
8. Credit is granted on the basis stated in the standards.											x	
9. The college administers an adequate testing program.										x		
10. Results of tests are made available to instructors, and are understood and used.									x			

ITEM	RATING											
	N	0	1	2	3	4	5	6	7	8	9	10
11. Pre- and at-registration programs of counseling and orientation are well-planned.									X			
12. Guidance services are programs of continuous service for personal, social and vocational purposes.										X		
13. Students who live away from home are supervised for rooming and boarding facilities.						X						
14. Scholarships and financial aid are granted only under definitely stated policies.										X		
15. Activities are planned to contribute to student health, civic, social and character objectives.									X			
16. The college provides for placement of students.								X				
17. There is a system of follow-up studies for graduates and drop-outs.						X						

VI. CURRICULUM

THE CURRICULUM OF THE JUNIOR COLLEGE SHOULD BE ORGANIZED IN ACCORDANCE WITH THE PHILOSOPHY AND OBJECTIVES DEVELOPED BY THE LOCAL BOARD OF CONTROL AND FACULTY OF THE INSTITUTION.

THE COLLEGE ACKNOWLEDGES ITS CLOSE PARTNERSHIP WITH ELEMENTARY AND SECONDARY SCHOOLS, THE SENIOR COLLEGES, AND ADULT EDUCATION AS A PART OF THE TOTAL EDUCATIONAL PROGRAM. IN DEVELOPING THE CURRICULUM OF JUNIOR COLLEGES, CONSIDERATION SHOULD BE GIVEN TO INTEGRATION, COORDINATION, AND ARTICULATION OF THE TOTAL EDUCATIONAL EXPERIENCE.

EACH JUNIOR COLLEGE SHOULD BUILD A PROGRAM TO MEET THE NEEDS OF THE COMMUNITY. THE FACULTY SHOULD STRIVE TO GUIDE AND STIMULATE EACH STUDENT TO DEVELOP INTO A MATURE, RESPONSIBLE CITIZEN.

Information Requested: (Exhibit VI)

A. Outline the procedures used in developing and revising the curriculum.

B. Describe your occupational (vocational-technical) curricula.

C. Describe your adult education program including summer sessions and extension.

D. Identify any special features of your curriculum.

E. Submit copies of publications.

CURRICULUM

A. Curriculum Development and Revision

1. Curricular offerings

Fort Scott Community College provides an academic program of courses suitable for transfer to four year colleges. A total of 61 different courses were offered during the fall semester of 1968-1969 and 60 during the second semester of 1969.

A student who wishes to follow a definite program in a four year college or university is encouraged to select courses that are closely coordinated with the first two years of that program. Upon the successful completion of the first two years of such a program, the student is eligible for an Associate of Arts Degree.

2. General Education

Fort Scott Community College endorses an educational program offering an opportunity for all students to develop their potentialities.

A student must complete sixty hours of credit and must have earned one hundred and twenty grade points to be eligible for graduation. The college requires a total of twenty selected hours and the remaining forty hours may be selected by the student in his course of study. The teachers, administrators, and counselors help the student plan a course of study that will closely coordinate with requirements at a four year school.

3. Special Courses

Although, we do not offer any special degree programs, we do have some courses we believe to be unique for a junior college in the State of Kansas: General Aviation, Marriage and Family, Philosophy of Life, The Religions of Mankind and Military Science. GED courses are also offered. In addition, cosmetology and distributive education are in the developmental stage for next year's curriculum.

4. Summer Sessions

The courses offered during the summer are dependent primarily upon the needs and desires of the community. The 1968 summer session had an enrollment of 200 students in nine different classes. A summer school session will be offered in 1969 with curriculum based upon demand.

5. Curriculum Evaluation

Our curriculum is systematically evaluated every year. The faculty advisory committee on curriculum revision and development works in conjunction with the school administration and Board of Trustees to evaluate, and, if the need exists, to revise the curriculum. If a new course, organization or activity should be recommended for inclusion in the school curriculum, the following steps should be taken:

a. Submit a written request to the Dean describing the new addition, how it fulfills a need, its cost, sponsor and/or teacher.

b. The dean submits the proposal to the President. The President may or may not submit the proposal to the Board of Trustees for approval depending upon the nature of the proposal.

c. If the proposed curriculum addition is passed by the President or by the President and the Board of Trustees, it will become an integral part of the school curriculum.

B. Occupational Curricula

We do not offer a program in the vocational technical area at the present time; however, plans are being made to incorporate two programs of this type into our curricula next year. The proposed programs are as follows:

1. Distributive Education: A program of training and instruction in distribution and marketing. The courses are offered on a non-credit basis and a certificate of attendance is awarded at the completion of a course.

2. Cosmetology: The program is a nine month continuous program. Each trainee must include in their program the minimum of services as established by law.

C. Adult Education

Fort Scott Community College offers a variety of night classes for the purpose of giving those adults of the community the opportunity to widen their cultural and educational perspective and to increase occupational efficiency. Some of the courses that have been offered during the last two years are aviation, art, speech, English, modern mathematics, typing,shorthand, physical science, marriage and family and drafting. We also have an active summer school program. In addition, Kansas State College of Pittsburg offers extension courses each semester with classes being held in our college classrooms.

Aside from these courses, the college has also offered GED courses to help those adults without a high school diploma in obtaining a GED certificate. In the past year and a half, sixty-four adults have passed the GED test and received their certificates.

The college has also taken a role this year in assisting with the supplementary training of those adults who work in the Head Start Program. Last semester twenty-eight Head Start workers received instruction in English and child psychology. This semester, they are being instructed in English and sociology.

D. Extra Class Activities

1. Faculty: Faculty members sponsor the following student organizations: Associated Women Students, Collegiate Young Republicans, Young Democrats, Student National Education Association, Greyhound News, Radio Program, Spanish Club, Rodeo Club, International Relations Club, Pom Pom Girls, Christian Youth on Campus, Pep Club and Cheerleaders, Assembly Committee, College Annual, Student Council, College Picnics, Dances and Athletic Events.

2. Student Government: The Fort Scott Community College Student Council is composed of a president, two vice-presidents and a secretary-treasurer plus representatives from the sophomore and freshmen classes. The president is elected in the spring; all other council members are elected at a general election in the fall.

   A faculty advisor, appointed by the Dean, attends all council meetings but has no vote. Eligibility rules established by the constitution and enforced by the faculty advisor govern all members of the Council during the entire school year.

   The purpose of the Council is to represent the student body efficiently, to promote a closer relationship between faculty and students, and to provide adequate machinery for a successful student government.

3. Organizations and Clubs: In an effort to meet the needs and interests of the students, a variety of clubs and organizations are active on our campus. Each organization has a constitution. Officers are elected within each organization. The club is supervised by one or more faculty members. These clubs and organizations are listed in section D.

4. Athletics: The Fort Scott Community College offers selected intramural activities in addition to intercollegiate athletics.

   Intramurals: If sufficient interest exists in some intramural sport or activity, the school sponsors said event or activity. Past activities have included chess, pitch, pool, ping pong, and touch football.

Intercollegiate athletics: In our athletic program we strive to encourage clean and wholesome living with a well rounded sport calendar both from the standpoint of an athlete and from that of a student. In addition to instilling school pride and spirit, the athletic programs have been directed toward the accomplishment of developing the positive attributes of cooperation, leadership, and sportsmanship.

Fort Scott Community College is a member of the Jayhawk Conference which sponsors an athletic program along with the other activities of the Conference. The Conference functions to develop a sound athletic program in all member schools.

We have a full program in football, basketball, and track. The college rents a modern stadium which has a seating capacity of 2,500. The home basketball games are played in the newly completed physical education building which has a seating capacity of 1,600. Both facilities are leased from District U-234.

5. Forensics, Dramatics, Radio, TV: Fort Scott Community College offers a course in debate, and has offered, in the past, a course in forensics. Some forensic students have received national recognition in recent years. The College Publication Committee writes and submits to the local newspaper for publication, a weekly description of scheduled activities and events. The College Music Department and U-234 School District Music Departments jointly have presented a half-hour television Christmas music program in recent years. A weekly half-hour radio show is also produced and directed by the college students and presented on KMDO every Saturday. The show deals with scheduled college activities, events, and personalities.

6. Music and Art: The College Music Department has an instrumental group and a vocal group that frequently performs at school and community events. In addition to displaying their art creations at regional art shows, the Art Department prepares art forms and displays for various school and community organizations.

7. Publications: The College Student Publication Committee writes a weekly section in our local newspaper describing college activities and events. In addition, the same committee is in charge of the publication of the college annual.

8. Social Activities: In addition to the various social organizations, the college sponsors several all college events. An all college picnic is held in the fall and spring of the year. Two informal dances are held each year, one at Christmas and one at the close of the school year. Homecoming festivities are climaxed with the Homecoming Dance. Also, the college periodically presents major motion picture films for the entertainment and relaxation of the students. The Assembly Committee sponsors periodic all student body assemblies. The assemblies range from musical productions to political viewpoints by recognized leaders in our local, state, and national government.

A. COLLEGE OR UNIVERSITY PARALLEL

CURRICULAR OFFERINGS SHOULD INCLUDE THOSE COURSES WHICH ARE USUALLY OFFERED THE FIRST TWO YEARS OF A FOUR-YEAR PROGRAM IN THE PROFESSIONS OR GENERAL EDUCATION. THESE CURRICULA ARE OFTEN REFERRED TO AS COLLEGE OR UNIVERSITY PARALLEL. IN THESE PROGRAMS THERE SHOULD BE ADHERENCE TO QUALITATIVE STANDARDS SO THAT THE SCHOLASTIC STANDING OF THE STUDENT WILL CONTINUE ON A SATISFACTORY LEVEL. EVERY EFFORT SHOULD BE MADE TO ARTICULATE THE PREPARATORY PROGRAMS WITH THOSE OF THE COLLEGE OR UNIVERSITY TO WHICH THE STUDENT TRANSFERS IN ORDER TO SAFEGUARD AGAINST THE LOSS OF CREDIT OR OF TIME.

B. GENERAL EDUCATION

GENERAL EDUCATION IN THE JUNIOR COLLEGE MAY CONSIST OF A TWO-YEAR PROGRAM IN SELECTED COURSES OR A PROGRAM OF COMPREHENSIVE COURSES DRAWN FROM THE LIBERAL ARTS DISCIPLINES. THE PROGRAM SHOULD INCORPORATE THE NECESSARY ELEMENTS WHICH WILL ENCOURAGE CRITICAL THINKING, CONTRIBUTE TO THE DEVELOPMENT OF DESIRABLE CITIZENSHIP, PROMOTE THE DESIRE FOR CONTINUOUS GROWTH AND PROVIDE FOR FAIR EVALUATION OF RESULTS. THE GOALS OF GENERAL EDUCATION SHOULD BE CLEARLY STATED AND SHOULD BE CONSISTENT WITH THE IDEALS OF AMERICAN LIFE AND WITH THE PHILOSOPHY AND OBJECTIVES OF THE INSTITUTION.

C. VOCATIONAL AND TECHNICAL

A JUNIOR COLLEGE SHOULD MAKE PROVISIONS TO OFFER COURSES FOR SPECIALIZED VOCATIONAL AND TECHNICAL SKILLS. THESE COURSES SHOULD, IF OFFERED FOR COLLEGE CREDIT, REQUIRE THE SAME ADMISSION STANDARDS AS OTHER COURSES, EQUIVALENT LABORATORY PERIODS, AND WORK SUFFICIENTLY DIFFICULT TO REQUIRE MATURITY AND BREADTH OF UNDERSTANDING. THERE SHOULD BE CAREFUL ARTICULATION OF THE VOCATIONAL AND TECHNICAL SKILLS IN THE FIELDS OF WORK WITH THESE CURRICULA. THESE PROGRAMS SHOULD INCORPORATE THE BASIC CONCEPTS OF THE RESPONSIBILITIES OF THE INDIVIDUAL IN A DEMOCRATIC SOCIETY. THE NEEDS OF THE INDIVIDUAL AND THE COMMUNITY SHOULD DETERMINE THE TYPE OF PROGRAM THAT IS OFFERED.

D. ADULT EDUCATION

JUNIOR COLLEGES SHOULD PROVIDE EDUCATIONAL OPPORTUNITIES FOR ADULTS AND OUT-OF-SCHOOL YOUTH LIVING IN THE COMMUNITY WHO ARE NOT ABLE TO PURSUE STUDIES ON A FULL-TIME BASIS. THESE EVENING SCHOOL OFFERINGS MAY CONSIST OF SHORTTERM REFRESHER COURSES, LECTURES, AND COLLEGE CREDIT COURSES DESIGNED TO MEET THE NEEDS OF THE PEOPLE SERVED.

E. EXTRA-CLASS ACTIVITIES

EXTRA-CLASS ACTIVITIES ARE A PART OF THE TOTAL CURRICULAR OFFERINGS OF THE JUNIOR COLLEGE AND SHOULD BE AVAILABLE TO ALL JUNIOR COLLEGE STUDENTS, WHEREVER APPROPRIATE, AS A MEANS OF ENRICHING THE MAJOR CURRICULAR OFFERINGS.

1. FACULTY

MEMBERS OF THE FACULTY SHALL ACCEPT RESPONSIBILITY AS SPONSORS, ADVISORS, AND CONSULTANTS FOR EXTRA-CLASS ACTIVITIES AUTHORIZED BY THE COLLEGE.

2. STUDENT GOVERNMENT

OPPORTUNITY SHALL BE PROVIDED FOR STUDENT REPRESENTATION AND PARTICIPATION IN THE CONDUCT OF STUDENT AFFAIRS.

3. ORGANIZATIONS AND CLUBS

A VARIETY OF EDUCATIONAL AND SOCIAL CLUBS AND ORGANIZATIONS SHALL BE AVAILABLE TO STUDENTS. THESE ORGANIZATIONS SHALL BE APPROVED BY THE STUDENT GOVERNING BODY. REGULAR MEETINGS SHALL BE CONDUCTED ACCORDING TO ESTABLISHED RULES. ACCURATE RECORDS SHALL BE KEPT BY SECRETARIES AND TREASURERS AND FILED IN A CENTRALLY DESIGNATED PLACE.

4. ATHLETICS

ATHLETICS SHALL BE ADMINISTERED UNDER PLANS CONSISTENT WITH THE POLICY OF SERVICE TO YOUTH AND ADULTS WITHIN THE COMMUNITY WHO CAN PROFIT FROM SUCH SERVICES. THE ATHLETIC PROGRAM SHOULD CONTRIBUTE TO THE BUILDING OF GOOD MORALE WITHIN THE THE SCHOOL. A WRITTEN STATEMENT OF ATHLETIC PURPOSES, POLICIES, AND PRACTICES SHALL BE DEVELOPED.

5. FORENSICS, DRAMATICS, RADIO, TV

THE COLLEGE SHOULD ENCOURAGE PARTICIPATION IN ACTIVITIES IN THE FIELDS OF FORENSICS, DRAMATICS, TV, AND SIMILAR ACTIVITIES.

6. MUSIC AND ART

COURSES IN ART, VOCAL AND INSTRUMENTAL MUSIC SHALL BE A PART OF THE COLLEGE OFFERINGS. PROGRAMS AND EXHIBITS FOR CULTURAL ENRICHMENT SHALL BE PROVIDED FOR THE COMMUNITY BY THE COLLEGE.

7. PUBLICATIONS

THE PUBLICATIONS SHALL PRESENT AN ACCURATE PICTURE OF THE COLLEGE OFFERINGS, ACTIVITIES, AND ATTRACTIONS. STUDENTS SHALL PARTICIPATE IN THE PRODUCTION OF THESE PUBLICATIONS.

8. SOCIAL ACTIVITIES

A VARIED STUDENT ACTIVITY PROGRAM, DESIGNED TO PROVIDE WHOLESOME SOCIAL CONTACTS, SHALL BE ENCOURAGED AND PROMOTED. SUCH ACTIVITIES SHALL BE APPROVED BY THE FACULTY WITH MAJOR RESPONSIBILTY CARRIED BY THE STUDENTS.

F. SUMMER SESSIONS

IT IS THE RESPONSIBILITY OF THE JUNIOR COLLEGE TO DISCOVER COMMUNITY NEEDS WHICH THE INSTITUTION CAN SERVE. NON-CREDIT COURSES, SHORT COURSES, OR REGULAR COURSES MAY BE INCLUDED IN SUMMER SESSIONS.

EVALUATION

RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
1. Instructional areas or fields are organized and offered to carry out the announced purposes of the college.									X			
2. The responsibilities of each instructional area or field are clearly stated.									X			
3. Courses are articulated with lower and with higher schools.										X		
4. Courses are designed for and adapted to the interests, needs and abilities of students enrolled in them.									X			
5. Objectives of the curriculum are evaluated with respect to their outcome periodically.								X				
6. A well-balanced program of student activities, including government, is provided under faculty management with faculty cooperation.									X			
7. The athletic program is controlled by a faculty committee. It meets the prescribed standards of the athletic conference in which it holds membership.								X				

VII. INSTRUCTION

1. LIBRARY

THE COLLEGE LIBRARY SHALL PROVIDE READING FACILITIES FOR THE BEST INTEREST OF THE STUDENTS IT SERVES AND AID IN EFFECTING THE EDUCATIONAL PROGRAM AS ANNOUNCED IN THE CATALOG. IT SHALL CONTAIN AT LEAST 10,000 VOLUMES CAREFULLY SELECTED COOPERATIVELY BY ADMINISTRATORS, INSTRUCTORS IN THE FIELDS AFFECTED, AND QUALIFIED LIBRARIAN. THE TOTAL HOLDINGS SHALL REPRESENT A REASONABLE BALANCE IN PROPORTION TO THE CONCERN OF THE COLLEGE IN EACH AREA OF THE CURRICULUM. PERIODICALS SHALL INCLUDE GENERAL, PROFESSIONAL, AND TECHNICAL SELECTIONS FOR EACH FIELD OF INSTRUCTION. NEWSPAPERS SHALL INCLUDE AT LEAST ONE SUBSCRIPTION EACH FROM LOCAL, STATE, REGIONAL AND NATIONAL AREAS. AT LEAST ONE REPUTABLE FOREIGN NEWSPAPER SHALL BE INCLUDED. RECORDS, TAPES, FILMS AND ILLUSTRATIONS SHALL CONSTITUTE PART OF THE HOLDING. LIBRARY FACILITIES SHALL INCLUDE READING SPACE EQUAL TO ABOUT TWENTY PER CENT OF THE ENROLLMENT. SPACE FOR WORKROOMS, LISTENING AND VIEWING ROOMS, RESERVE AND GENERAL STACK SPACE SHALL ALSO BE PROVIDED. ATTENTION SHALL BE GIVEN TO THE ADDITION AND REPLACEMENT OF BOOKS IN KEEPING WITH THE ENROLLMENT AND CURRICULUM OFFERED. A LIBRARIAN SHALL BE EMPLOYED WHO HAS QUALIFIED AS A TEACHER AND HAS OBTAINED A LIBRARY SCIENCE MAJOR. THERE SHALL BE ORGANIZED INSTRUCTION IN THE USE OF THE LIBRARY FOR BOTH FACULTY AND STUDENTS.

Information Requested: (Exhibit VII)

SUPPLEMENTAL REPORT

The library was opened in October 1967. At that time there were 1206 volumes. By the end of May, 1968, there were 2,893 volumes. By December, 1968, there were 400 more volumes on the shelf, 700 volumes being processed, and over 1,000 more ordered. Additional purchases will be made during the year.

The selections are made from Books for College Libraries by Voigt and Trezy, Choice, book review periodicals, and teacher and administration recommendations. Materials are selected for all course of studies offered at the college.

This year we have increased our periodicals holdings from 85 to 275. In making the selection, the librarian consulted Norman Tanis, Librarian at Kansas State College of Pittsburg and an authority on junior college libraries recommended by the American Library Association. The list was submitted to the faculty for approval and additional suggestions. The newspapers include New York Times, Washington Post, Christian Science Monitor, Wall Streeet Journal, Topeka Daily Capital, Wichita Beacon, Kansas City Star and Times, several area papers, and the local Fort Scott Tribune. A Spanish newspaper is being added to our list.

We are now subscribed to four indexes to periodicals: Readers' Guide, Education Index, Business Periodicals Index, and Social Science and Humanities Index.

Audiovisual materials are being acquired. Most of the equipment is being checked out to various classrooms because of limited storage space; however, the librarian has a list of equipment and locations so that it will be more readily available to the entire staff. New records and film strips have been acquired this year. The librarian asked the faculty to check lists and make requests so that the most appropriate selections would be made. More attention will be given to audiovisual material when the library has met the minimum book collection standard.

Following is a list of audiovisual equipment and location:

16mm sound projector (library)

8mm projector (athletic department)

2 slide and filmstrip projectors (library)

10 mounted screens (classrooms)

10 overhead projectors (classrooms)

2 overhead projectors (library)

3 tape recorders (assigned to staff)

21 language carrels with monitor (language lab)

2 Portable stereos (library)

11 carts for equipment (classrooms)

1 carousel slide projector (classroom)

various sound systems (music room)

2 opaque projectors (classrooms)

The library facility provided adequate space for materials on hand at opening day, but we will certainly need additional space as materials are acquired. Presently we have shelving space for 5000 volumes. We have ordered shelving for an additional 5000 volumes. It will be possible to house 10,000 volumes without using seating space. We have seating space for 66 students.

Tentative plans are to use the student union space for library purposes when a union building is built. This will give much needed space for processing, storage, and listening rooms.

The librarian has a Life Certificate for teaching in the State of Kansas and a major in library science.

The English teachers have requested the librarian to prepare a unit in library instruction. This will be done for second semester. The librarian feels the unit will be more effective when more materials are available by second semester. Informal instruction is given in using the library.

Information Requested: (Exhibit VII)

A. Number of books in your library exclusive of governmental reports, pamphlets, encyclopedias, and bound periodicals.
2,798 (October 1968)

B. List as follows:

	Number of Volumes
1. Bound periodicals and general works	511
2. Philosophy and psychology	135
3. Religion	31
4. Education	116
5. Sociology and other social science	351
6. Languages	19
7. Science	292
8. Useful Arts	76
9. Fine Arts	72
10. Literature	512
11. History	562
12. Travel	116
13. Biography	139
14. Fiction	287
TOTAL	3,281*

*(Plus 700 volumes being processed and 1000 on order)

C. Total number of periodicals received currently 275

D. Name, date, and copyright of encyclopedias.

Encyclopedia Americana, 1967
Encyclopedia Britannica, 1967
Colliers Encyclopedia, 1967
World Book 1968

E. Appropriation for the library last year $10,676 (HEW Report)
(If the library is used jointly with the high school, please make a statement to that effect.)

1.	Books	$8,914.22
2.	Periodicals and Newspapers	$ 734.39
3.	Binding	$ None
4.	Audio Visual Material and Equipment	$ 762.37
5.	Other Expenditures	$ 265.02

F. What is the average yearly expenditure per student for books and periodicals. $5.02*
*Average last two years according to report for College Library Resources Program.

G. Provide evidence which shows the extent to which the library is used.

No statistics were kept for the 1967-1968 school year. Following are statistics for September 1 through December 20, 1968.

MONTH	ITEMS CIRCULATED OUTSIDE	RESERVES	ESTIMATED PATRON COUNT
Sept	276	Not counted	Not counted
Oct.	230	152	2,158
Nov.	143	44	1,853
Dec.20	231	105	1,868

EVALUATION

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
1. The library is housed and equipped in an attractive manner.												X
2. There is ample seating space for at least 20% of full-time enrollment.					X							
3. Books and teaching material are carefully selected for general reading and for specific reference to instruction.												X

ITEM	RATING											
	N	0	1	2	3	4	5	6	7	8	9	10
4. Newspapers, magazines, pamphlets and bulletins are in ample supply and readily available.											X	
5. All reference works are up-to-date.												X
6. A professional library section is maintained for the faculty and students.			X									
7. The number of volumes and other materials are sufficient to meet satisfactory standards for thorough instruction. (The lowest quantitative standard for accreditation is 10,000)							X					
8. The library is used by faculty and students.								X				

2. COURSE OUTLINES, OBJECTIVES, AIMS

ALL COURSES SHALL CONTRIBUTE TO ACHIEVING THE OBJECTIVE OF THE SCHOOL. A FLEXIBLE COURSE OUTLINE WHICH DESCRIBES THE COURSE AND STATES ITS PURPOSE AND OBJECTIVE SHALL BE PLACED IN THE HANDS OF EACH STUDENT AND SHALL BE FILED IN THE LIBRARY. THE OUTLINE SHALL BE MADE AS A KEY TO INFORMATION PERTAINING TO THE COURSE. THIS OUTLINE WOULD INCLUDE INFORMATION OF COMMUNITY RESOURCES THAT COULD BE UNTILIZED FOR LEARNING PURPOSES. UP-TO-DATE REFERENCES SHALL BE LISTED AND SHALL BE FLEXIBLE ENOUGH TO TAKE CARE OF INDIVIDUAL DIFFERENCES.

3. CLASSROOM ATMOSPHERE

THE PHYSICAL APPEARANCE OF THE ROOM SHOULD BE WHOLESOME, ATTRACTIVE AND CONDUCIVE TO LEARNING. BOTH STUDENTS AND TEACHERS SHALL SHOW EVIDENCE OF A SPIRIT OF COOPERATIVENESS, CHEERFULLNESS, AND MUTUAL UNDERSTANDING.

4. INSTRUCTIONAL MATERIALS AND EQUIPMENT

MATERIALS AND EQUIPMENT ESSENTIAL TO EFFECTIVE INSTRUCTION IN EACH COURSE OFFERED SHALL BE PROVIDED AND PROPERLY UTILIZED.

5. METHODS OF CLASSROOM PROCEDURE

VARIED EDUCATIONAL EXPERIENCES WITH PROVISIONS FOR INDIVIDUAL DIFFERENCES SHALL BE PROVIDED. INSTRUCTORS SHALL BE FAMILIAR WITH EFFECTIVE METHODS OF INSTRUCTION.

6. EVALUATION AND REVISION

EVALUATION AND REVISION SHALL BE CONTINUOUS. DECISIONS SHALL BE ARRIVED AT DEMOCRATICALLY BY STUDENTS, TEACHERS, SUPERVISORS, ADMINISTRATORS AND INTERESTED LAY PEOPLE.

ITEMS 3 THROUGH 19: In order to provide a basis for evaluation of these items, the following instruments were prepared by the committee. Instrument No. 1 was submitted to the faculty. Instrument No. 11 was submitted to students in their 10:00 o'clock Monday-Wednesday-Friday classes. Results are tabulated in the forms.

INSTRUMENT I

To: Faculty

From: Committee on Instruction

Re: Evaluation report on instruction

The committee on instruction needs the following information from each faculty member:

1. A copy of a course outline for each course you teach which describes the course and states its purpose and objectives. The outline should be made as a key to information pertaining to the course. It should include information of community resources that could be utilized for learning purposes. Up-to-date references should be listed and should be flexible enough to meet individual differences.

   These course outlines will be filed in the school library. They should be in the hands of the committee by January 7, 1969.

2. List instructional materials and equipment you use in your classes:

   Sample responses: Blackboard, films, filmstrips, maps, charts, overhead projector, Molecular models, scientific apparatus, demonstration slide rule, opaque projectors, living and preserved specimen, textbook, tape recorder, record player, adding machines, calculator, magazines, newspapers, workbooks.

3. What methods of instruction do you utilize in your classrooms:

   Sample responses: Lecture, lecture-discussion, recitation, board work, laboratory, guest lecturer, pupil reports, group work, individual instruction, question and answer, demonstration, class panels, tests, term papers, and collateral readings.

4. How do you provide for individual differences?

Sample responses: Special library assignments, individual help and counseling, review sheets, supplemental reading, optional assignments, allow students to work at own rate, identify with individuals and promote fellowship between students with individual differences, each student is graded according to his past performances and other students are not compared, and by knowing students.

RATE THE FOLLOWING STATEMENTS AS THEY APPLY TO YOUR FIELD OF INSTRUCTION. PLACE AN X IN THE APPROPRIATE COLUMN.

	POOR	GOOD	SUPERIOR
1. My classroom's physical appearance is conducive to good learning.	1	5	9
2. I revise my syllabus at least once every three years.	1	5	7
3. I evaluate instruction at certain intervals.		10	5
4. I carefully plan my examinations.	1	12	2
5. I use audiovisual aids effectively.	6	6	3
6. I change textbooks at necessary intervals.	1	12	1
7. I use great care in selecting my textbooks and supplementary materials.		12	3
8. My classes do not ordinarily exceed thirty students.	5	6	4
9. Instructors cooperate in curriculum planning and revision.	1	9	4

(Fifteen Responses)

INSTRUMENT II
(Sample 302)

To: Students of Fort Scott Community College

The staff of the Fort Scott Community College is gathering preliminary information in preparation for making an evaluative study of the college.

We would appreciate your indicating your feelings in the areas of instruction shown on this opinionaire. Keep in mind this rating is to indicate your feelings in general and is not to be a rating of any one instructor or course.

PLEASE DO NOT SIGN YOUR NAME.

The following rating code is to be used: Poor - Good - Superior. Please check in the proper column.

	POOR	GOOD	SUPERIOR
1. The physical appearance of the classrooms are conducive to good learning.	4	132	164
2. Audiovisual aids are used effectively.	80	188	31
3. Individual differences are provided for in your classes.	53	196	52
4. There is a sense of rapport and friendliness between students and teachers.	17	152	133
5. Instructors employ means, methods, and facilities to make subject matter clear, material interesting, and to motivate students.	47	212	43
6. There is a sincere effort by instructors to encourage students to develop to their highest potential.	38	179	82
7. Students are encouraged to participate in classroom discussions.	44	180	78
8. There is evidence of careful course planning.	39	209	50
9. Examinations are thought-provoking, carefully planned and in keeping with course material.	34	186	82

	RATING		
	POOR	GOOD	SUPERIOR
10. Textbooks, assigned readings, and other types of work are selected with care.	50	181	70

EVALUATION RATING

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
9. Instruction is adjusted to meet individual abilities and needs of students.										X		
10. Syllabi are kept current for all credit courses.											X	
11. Textbooks, assigned readings and other kinds of work are selected with great care.											X	
12. Examinations are carefully planned.										X		
13. Instructors cultivate and promote a sense of rapport and friendliness with students.												X
14. Audiovisual aids are adequate and used effectively.								X				
15. Instructors present subject matter clearly.												X
16. Instructors employ means, methods and facilities to make subject matter clear, materials interesting and to motivate students.												X
17. Classes do not ordinarily exceed 30 students.					X							
18. Maximum student load does not exceed 18 semester credit hours or its equivalent.												X
19. Instructors cooperate in curriculum planning and revision.								X				

VIII. COLLEGE ATMOSPHERE

THE SPIRIT, ATMOSPHERE, AND MORAL TONE OF THE SCHOOL ARE IMPORTANT FOR ITS SUCCESS. THE COLLEGE ATMOSPHERE SHOULD REVEAL ETHICAL AND MORAL LIVING AND GOOD PHYSICAL AND EMOTIONAL HEALTH. THESE FACTORS ARE REFLECTED IN THE ATTITUDE OF THE DIRECTING BOARD, THE ADMINISTRATORS, THE STAFF AND THE STUDENT BODY. THE REPUTATION OF THE COLLEGE IN ITS OWN COMMUNITY, IN THE HIGH SCHOOLS OF THE AREA, AND IN INSTITUTIONS TO WHICH STUDENTS TRANSFER IS AN IMPORTANT CONSIDERATION IN ESTABLISHING AND MAINTAINING AN EXCELLENT JUNIOR COLLEGE.

RATING

EVALUATION

ITEM	N	0	1	2	3	4	5	6	7	8	9	10
1. The administration, faculty and students carry on systematic, critical self-studies to evaluate the program and activities of the college.										X		
2. All publications are attractive, accurate, dignified, complete, usable and in keeping with the attitudes the institution wishes to cultivate.									X			
3. Press releases, radio and television programs, athletics, dramatic, musical, and all other public appearances are in keeping with high standards for such activities.											X	
4. The college enjoys good standing with other educational institutions, both secondary and higher.											X	
5. There is evidence that students have confidence and pride in the college.											X	